



**The New York Academy of Sciences** is an independent, not-for-profit organization committed to advancing science, technology, and society worldwide since 1817. With 25,000 members in 140 countries, the Academy has one of the world's most elite networks of experts and partner organizations – 28 Nobel Prize winners and scores of academic and industry executives on its President's Council and Board of Governors as well as alliances with 40 universities and academic medical centers and scores more multinational companies and NGOs.

The Academy uses these networks to catalyze path-breaking initiatives for scientific, social and economic benefit. Its core mission is to advance scientific knowledge, positively impact the major global challenges of society with science-based solutions, and increase the number of scientifically informed individuals in society at large.

The Academy facilitates communications among scientists, physicians, students, educators, executives, policy makers, government officials and journalists from around the globe through its interdisciplinary conferences, meetings and diverse electronic and print publications. The Academy employs 80 professional and support staff, and has an annual operating budget of \$15+ million.

**JOB TITLE:** Program Coordinator, Education & Public Programs

**DEPARTMENT:** Education & Public Programs

**REPORTS TO:** Executive Director, Education & Public Programs

**SCOPE OF RESPONSIBILITIES:**

The Program Coordinator will be responsible for training, curriculum development and coordination of the Afterschool STEM Mentoring Program, a program which recruits and trains qualified graduate students and post doctoral fellows engaged in the STEM (science, technology, engineering, and math) disciplines to instruct science afterschool courses for 4<sup>th</sup> through 8<sup>th</sup> students attending schools in high-needs areas in NY, NJ and internationally.

**PRIMARY ACCOUNTABILITIES:**

- In conjunction with Program Managers of the Afterschool STEM Mentoring Program, conduct in person and virtual training for the scientists on different curriculum.
- Write new curriculum to be used in the program. The curricula are designed to be inquiry based and include such elements as youth development principals and college readiness. These new curricula are to be taught by novice teachers.
- Coordinate and facilitate training through existing contractors in STEM content knowledge and classroom management for novice educators who are young scientists
- Manage relationships with NYC afterschool program providers and other partnering organizations
- Support Mentors within the NYC and Newark sites:
  - Provide guidance in effective teaching strategies, lesson modification, and classroom management
  - Facilitate communication between Mentor and site staff

- Schedule and execute site visits to each afterschool placement
- Order and prepare supplies for Mentors
- Help manage the Annual NYAS/DYCD FIRST Lego League Robotics scrimmage

### **REQUIREMENTS:**

Some graduate work or a Masters Degree in a STEM discipline and at least two years of experience in education in an urban setting, preferably with at least one of those years devoted to informal education/outreach.

An ideal candidate will have a strong background in science teaching including classroom instruction at the middle grades, writing curriculum, mentoring new teachers, and working with diverse students in under resourced classrooms. This position requires strong written and oral communication skills with diverse stakeholders, the ability to provide constructive feedback to scientists in training, and work independently to identify and solve problems. This position also requires excellent logistical and organizational skills.

### **Key Characteristics:**

- Familiarity with and high level of comfort navigating the five boroughs
- Knowledge of the NYC public school system and educational standards
- Strong interpersonal skills -- ability to easily and quickly develop rapport with a wide variety of stakeholders
- Comfort with different content areas at the middle grades
- Strong oral and written communication skills
- Flexibility and ability to problem solve
- Passion for furthering the development of science education and the opportunities for at-risk youth

The Academy is an Equal Opportunity Employer seeking a diverse workforce. We offer an excellent compensation and benefits package to both full-time and part-time staff that includes affordable health care insurance, tuition reimbursement, retirement plan, and liberal vacation time and holiday schedule.

### **HOW TO APPLY:**

Applications must include a resume, cover letter which includes salary history and/or requirements. In addition, please include a 1-hour sample lesson plan to be used by a scientist on the first day of their teaching assignment.

Visit us on the web at [www.nyas.org](http://www.nyas.org) for additional information about the Academy.

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