



Job Title:	<i>Coordinator, STEM Enrichment</i>
Reports to:	<i>Assistant Director, STEM Programming</i>
Date:	<i>November 2022</i>

BIG SHOULDERS FUND

Big Shoulders Fund is an independent tax-exempt charitable organization that serves lower-income schools which provide a values-based education for children, thereby contributing to stronger communities. We serve students in 92 schools in the Chicago area and Northwest Indiana. Each school is a vital resource for students, families, and communities, with research showing that when a Big Shoulders Fund school closes, the surrounding area experiences an increase in violence and a decrease in social cohesion.

For more than thirty-six years, Big Shoulders Fund has helped Chicago's children achieve their dreams through access to high quality education. We accomplish this by investing more than \$20 million annually in scholarship support and enrichment programming for students; operational improvements for schools; cultivation of talent pipelines for school personnel from new teachers through veteran principals; and professional development and support for educators and leaders – all with the goal of not just strengthening schools, but whole communities, while preparing students for life-long success. A recent survey of a sample of alumni of Big Shoulders Fund schools showed African-American alumni graduated from college at a rate more than twice the national average and Hispanic alumni graduated at a rate more than three times the national average.

POSITION OVERVIEW

Teachers and principals in Big Shoulders Fund schools are committed to providing all students with access to a high-quality, values-based education. The Coordinator, STEM Enrichment coordinates the organization's efforts to extend science, technology, engineering, and math teaching and learning in Big Shoulders Fund schools beyond the school day through virtual and school-based extended day programs, Saturday enrichment programs, and summer programming. An ideal candidate is one who possesses not only the experience and skills necessary to organize and execute programs, but also one who holds a deep commitment to excellence, and a conviction to unlocking potential in students, schools and communities by strengthening and augmenting opportunities in STEM enrichment.

ESSENTIAL JOB FUNCTIONS

- Support the development of programming, and coordinate the logistics of an array of STEM enrichment activities and related evaluations, including but not limited to:
 - Brush Creek Ranch Science Enrichment Program

- Overview of the program here: <https://bigshouldersfund.org/our-programs/brush-creek-ranch/>
 - STEM Scholars Program
 - Overview of the program here: <https://bigshouldersfund.org/our-programs/stem-scholars/>
 - Extended Day and supplemental grants and/or programs (e.g., Capital One Coders, Peggy Notebaert Nature Museum Afterschool Science Clubs, Code Nation)
- Develop and enhance communication strategies across stakeholder groups including schools, families, students, and program partners across multiple platforms – e.g. the Big Shoulders Fund Learns website, newsletters, and emails.
- Establish strong relationships with program partners and independent contractors through a regular cadence of check-ins to monitor progress and address challenges.
- Uphold and collaboratively iterate on systems and standards of practice aimed at programmatic success and continuous improvement.
- Maintain program records across digital platforms.
- Engage with schools to support strong participation in programming through recruitment, attendance tracking, regular communications, and responsiveness to feedback.

ADDITIONAL EXPECTATIONS

- Demonstrate strength and skill in working with teachers, principals, students, and families from diverse cultural, economic, and ability backgrounds.
- Hold a commitment to encouraging parent and community involvement, and obtain information for parents when requested; prioritize customer service, promptly returning phone calls and answering emails.
- Work cooperatively with Big Shoulders Fund staff and perform other duties as assigned in support of the overall mission of the Big Shoulders Fund.

QUALITIES OF THE CANDIDATE WE SEEK

- Minimum of a Bachelor's degree
- 1-3 years of professional experience supporting teaching and learning in informal learning environments such as outdoor education, environmental education, or museum education
- Exceptional organizational, problem solving, and time management skills; ability to set priorities among competing activities
- Strength in establishing and maintaining cooperative and effective working relationships with others
- Excellent written and interpersonal communication skills
- High degree of responsibility, initiative, and professionalism
- Attention to detail and strong organizational and analytical skills
- Ability to work on several projects concurrently with flexibility to shift tasks and priorities to allow for support of other projects
- Proficiency in event management software, Microsoft Word and Excel; experience in Salesforce software highly desirable
- Successful completion of a Certified Meeting Planner (CMP) program highly desirable

- Cultural sensitivity and ability to work collaboratively with diverse groups of people
- Commitment to and passion for improving access to high-quality, values-based education options for all children
- Highly motivated and adaptable with a strong work ethic; operate with honesty, integrity, and a positive attitude
- Ability to work some weekends and evenings for Big Shoulders Fund events
- Position requires availability for extended hours plus non-traditional hours required to perform job duties. Some participation and attendance at school-sponsored events and meetings is required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization and the students/schools it serves.