



NC CAP STEM Coordinator

The North Carolina Center for Afterschool Programs (NC CAP) at the Public School Forum of North Carolina is a comprehensive statewide afterschool and out-of-school time network. We believe how students spend time outside of school is a determining factor in their success in school and life.

Established in 2002, NC CAP works with key partners, including afterschool providers, state agencies, state and local policymakers, universities and community colleges, businesses, and the philanthropic community, to increase access to high-quality afterschool, before school and summer learning opportunities for children and youth, particularly low-income children and those at risk of educational failure. NC CAP is part of a 50-State Afterschool Network focused on improving education and out-of-school time opportunities for children and youth.

The NC Center for Afterschool Programs is seeking a full-time **STEM Coordinator** to support the programmatic and policy efforts of the organization, specifically within the STEM (science, technology, engineering, and mathematics) landscape. The STEM Coordinator will work with the NC CAP Director, Program Manager and key partners to develop, support, coordinate, and drive the NC Network's STEM initiatives. This person will support the design and delivery of professional development opportunities, advocacy, and shaping of policy that advances out-of-school time learning and brings together state and national afterschool stakeholders.

NC CAP's current priorities are:

- **Connect afterschool programs across NC** with each other and provide information regarding best practices, funding opportunities, and professional development/technical assistance to help strengthen and grow afterschool programs in the state.
- **Provide parents/students/public with access and information about afterschool and out-of-school time opportunities across NC** through a searchable mapping database available online.
- **Advocate for policies at the local, state, and federal levels** that recognize the importance of afterschool/out-of-school time learning.
- **Infuse STEM learning into afterschool/out-of-school time programs** to demystify and ignite passion in all students around STEM and utilize the afterschool space to reach students traditionally underrepresented in S.T.E.M. fields – particularly girls and minority students.

Primary Job Responsibilities:

- Design and implement high-quality STEM lessons aligned to the North Carolina Standard Course of Study.
- Support coordination of NC CAP programs and events, including the annual Synergy Conference, STEM Coalition Convenings, STEMinar Series, STEM Lessons, STEM PD, STEM Opportunity Spotlight, and Advisory Board Meetings.
- Research and compile information related to STEM education in North Carolina and nationally.
- Collaborate with and increase the engagement of STEM partners across North Carolina.

- Film and produce high-quality STEM-based webinars.
- Coordinate STEM-based professional development workshops with NC CAP partners and stakeholders.
- Identify and map STEM assets across North Carolina.
- Disseminate and market NC CAP's STEM content via the website, social media, and e-newsletter.
- Identify resources, strategies, and content aligned to STEM education in NC.
- Support the overall coordination of the STEM Hub and its initiatives.
- Monitor, document, and provide analysis of the state of afterschool in North Carolina regarding STEM education.
- Increase NC CAP's visibility, and represent NC CAP as needed.
- Other duties as assigned by the NC CAP Director.

Qualifications:

- Experience with and commitment to afterschool, out-of-school time, and informal learning. The ideal candidate will have one or more years working with or in an afterschool, before school, or summer program.
- Bachelor's degree required. Degree in STEM, K-12 Education, or other relevant field preferred.
- Strong communication and relationship-building skills; ability to work well with diverse groups, including partner education organizations and government officials.
- Knowledge of STEM initiatives and strategies to engage youth in afterschool, before school, and summer programs.
- Excellent organizational skills; self-starter; exceptional attention to detail.
- Thrives in a team-driven, collaborative work environment.
- Computer, web, and social media proficiency.

Compensation:

This is a full-time position, and the starting salary range for this professional level averages between \$45,000 and \$50,000, depending on education and experience. The Public School Forum offers the following benefits: a generous 401K retirement plan, personal leave policy, term life insurance, and employer-sponsored group health insurance with access to dental, vision, and short and long-term disability plans. The Public School Forum of NC is a 35-year-old nonprofit organization and not a state employer.

Equal Opportunity Employer:

It is the policy of the Public School Forum to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

How to Apply:

Interested candidates should send a resume and cover letter to ncafterschool@ncforum.org with "STEM Coordinator" in the subject line by April 15th, 2022. Direct any questions related to this position to Dr. Sheronda Fleming at sfleming@ncforum.org.