



Education Programs Coordinator

The Science Mill is on a mission to break down barriers in STEM education and ensure every student, regardless of their background, has the opportunity to explore and succeed in science, technology, engineering, and mathematics. Through our engaging museum experiences and innovative programs, we aim to spark curiosity, build confidence, and equip students with the essential skills needed for tomorrow's STEM workforce.

We're seeking an Education Programs Coordinator to play a key role in this mission. This position offers the unique opportunity to make a real difference in the educational landscape, reaching students who might otherwise not have access to these vital resources. We'd love to hear from you if you're passionate about education equity and have a knack for building partnerships and promoting programs.

Key Responsibilities:

- Seek and establish connections with potential partners to enhance and expand our educational offerings, including STEM Career Immersion Camp, Labs on the Go, and various student clubs. This role requires proactive engagement with potential partners, from initial contact to negotiating collaborative terms.
- Represent our educational initiatives at various meetings and events, effectively communicating the value and benefits to potential partners such as schools, community centers, and educational bodies. Your role will be crucial in articulating our mission and expanding our program's reach.
- During discussions with potential partners, offer detailed information about our programs. This includes explaining the curriculum, outlining the required resources, and discussing expected outcomes to ensure a clear understanding of our offerings.
- Oversee the program registrar to ensure efficiency in school group attendance and scheduling. Responsibilities include managing registration processes, overseeing schedules, and ensuring the accuracy of attendance tracking and reporting.
- Efforts will be focused on utilizing the Science Mill's existing portfolio of school visitations to broaden our off-site programs within the Central Texas region. This will involve identifying and nurturing opportunities for expansion and collaboration with educational partners, with the aim of enhancing the scope and impact of our programs through strategic partnerships.

To excel in the role of Education Programs Coordinator at the Science Mill, candidates should possess a mix of educational background, professional experience, and personal attributes that align with our mission and operational needs.

Qualifications:

- Bachelor's degree in education, museum studies, marketing, or a related field.
- Demonstrated success in developing and managing educational programs, partnership building, and community engagement, ideally within museums, educational institutions, or non-profits focused on STEM.
- Excellent communication, negotiation, and relationship-building skills combined with organizational and analytical abilities for effective program management and execution.
- Experience in supervising staff or volunteers, highlighting leadership capabilities and a collaborative work ethic in a dynamic environment.
- A genuine passion for STEM education and alignment with the Science Mill's mission, paired with the flexibility to travel as needed for meetings, conferences, and program promotion to ensure the success and expansion of educational initiatives.
- Being bilingual is not a requirement but is a significant plus.

Job Type: Full-Time

Please send your resume, cover letter, and salary requirements to Peter.Claffey@sciencemill.org

About The Science Mill

Located in Johnson City, Texas, in the repurposed, historic 1880-era Grist Mill, the Science Mill is a fully experiential museum, where kids learn by doing, experimenting, discovering and most importantly, by being curious. The Science Mill's mission is to give all kids the confidence, tools, and support to reach their full potential as a skilled member in a future 21st century STEM workforce. By reaching elementary and middle school students in rural and urban underserved communities that have limited access to STEM programs, we ignite a new level of interest and the spark that excites and engages students in STEM learning. Our STEM programs result in students who are eager to learn, excited about their future, and confident that they can succeed in a future STEM workforce.

The Science Mill brings a special blend of entrepreneurial spirit and progressive educational programs and platforms to economically disadvantaged students across the state of Texas.

The Science Mill is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.