



S+EAM TEAM

Science Technology Engineering Arts + Math Team: Middle School Program Coordinator

Since 1968, Sociedad Latina has been working in partnership with Latino youth to cultivate the next generation of leaders. With the support of families and the broader community, Sociedad Latina fulfills its critical mission by providing a broad array of programs that build youth skills, educate and enrich the lives of youth and their families, and foster youth and adult leadership and action.

The **STEAM Team Program Coordinator** will work in partnership with youth and families to develop Science, Technology, Engineering, Arts and Math (STEAM) programming to students in grades 6-8 in an afterschool setting. The STEAM Team Program Coordinator will work with Sociedad Latina partners, middle school staff, and volunteers to implement quality academic and enrichment programming to participants.

SPECIFIC RESPONSIBILITIES

- Work in collaboration with the Program Manager & Director to create hands-on, quality STEAM programming for middle school participants
- Develop curriculum materials and learning activities to increase academic skills in participants
- Incorporate strategies into programming to best support English Language Learners
- Manage behavior and encourage program participants to follow program agreements
- Maintain communication with participants' school teachers, guidance counselors, and parents/family
- Conduct participant recruitment and retention activities throughout program
- Maintain materials, supplies, and space of in-person/or remote program
- Responsible for program paperwork, data collection, grant reporting, and evaluation
- Recruit, supervise, and coordinate part time staff & volunteers to develop capacity of STEAM Team program
- Engage STEAM Team participants' families in Sociedad Latina events and programming
- Facilitate positive communication and build relationships between Sociedad Latina and parents/families of program participants
- Attend community and partner meetings as directed to expand resources and relationships and positively represent Sociedad Latina
- Works as a liaison to build and sustain relationships between Sociedad Latina and Boston Public Schools
- Represent Sociedad Latina at middle school teacher meetings

KNOWLEDGE

- Minimum one year experience as a teacher or in youth development/education
- Understanding of educational tests, measurements, and statistics
- Knowledge of Boston Public Schools middle school math, science, and ELA standards
- Understanding of culture of after school/out of school time
- Knowledge of effective strategies for working with English Language Learners and diverse communities

JOB REQUIREMENTS

Must have 1-2 years professional experience in middle school programming with a STEM focus.

QUALIFICATIONS INCLUDE

- Bilingual (English/Spanish) Preferred.
- Minimum one year experience in youth development, college access, or college success.
- Understanding of Boston Public Schools and/or local community colleges.
- Willingness to travel within Boston Public Schools.
- Understanding of the first generation, immigrant college student experience.
- Proven experience in partnership building, including experience as program coordinator.
- Demonstrated ability to establish rapport with youth.
- Demonstrated ability to manage student behavior
- Comfort/willingness in working with ages 6-21 and with families
- Excellent interpersonal and communication skills.
- Strong administrative skills & competencies.
- Ability to manage multiple priorities, problem solve & think creatively.
- High attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Proven ability to anticipate, identify, and analyze problems and opportunities and establish priorities with youth.
- Proven ability to maintain the flexibility necessary to adapt, respond, and meet the needs of a non-profit organization.
- Demonstrated public speaking and facilitation skills.
- Willingness to work a flexible schedule, primarily 10-6pm, and some evenings and weekends as needed.
- Ability to work in a remote environment
- Tech-Savvy Preferred

Salary and Benefits:

This is a full-time (40 hours per week) position.

Anticipated salary range is \$36,000- \$38,000 dependent on experience and education level

Send cover letter and resume to:

Angelica Rodriguez, STEM Pathways Manager

arodriguez@sociedadlatina.org

Candidates who do not send a cover letter will not be considered