



## STEM Pathways Manager Job Description

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 STEM Program Manager will oversee Sociedad Latina's pipeline of year-round STEM programming for English Learners in Boston Public Schools. Currently the pipeline of programming begins in middle school grades 6-8 and includes two STEAM Team sites. Our 21st Century Community Learning Center site is located at the James P Timilty Middle School and another STEAM Team site is the Dearborn STEM Academy. At the high school level Sociedad Latina's STEM work includes our ¡emprende! Youth entrepreneurs curriculum for our High School STEM program. The STEM High School program is delivered both during the school day & in out of school time.

The goal of Sociedad Latina's STEM Pathways programming is to spark early STEM interest in Latinx youth, provide a pathway into Boston's robust STEM economy, and develop the skills, knowledge, and attitudes that result in college, career, & life success.

### The primary functions of the role includes:

#### Partnership Management

- Liaise regularly with partner Boston Public Schools to evaluate partnership, share program information, and expand opportunities for Sociedad Latina participants
- Deepen and expand relationships in Boston STEM/Innovation environment to increase Sociedad Latina visibility and provide enhancements to curriculum including job shadows, field trips, guest speakers, internship placements, mentoring opportunities
- Serve as primary contact to partner organizations and universities such as but not limited to BoSTEM, Boston After School & Beyond (BASB), Boston University, Wentworth Institute of Technology, Department of Elementary and Secondary Education (DESE), and Museum of Fine Arts
- Facilitate communication and build positive relationships between Sociedad Latina and parents/families of program participants

#### Program Design & Implementation

- Ensure curriculum includes minds-on & hands-on STEM practices, promotes Latinx culture and identity, and promotes a STEM college and career mindset at middle & high school level
- Ensure STEM activities are purposeful and promote reflection and STEM learning
- Ensure college & career exploration activities are high quality, culturally responsive, and meet the needs of English Language Learners
- Ensure program activities run smoothly through appropriate use of materials, space, and time, and that all youth participate
- Ensure facilitators are embedding instructional Strategies supporting English Learners access to content
- Identify and implement program enhancements and opportunities through regular on-site observations and feedback from youth and families
- Oversee the implementation of family engagement activities within each program including: home visits (*when applicable*), parents nights, family orientations, and program showcase.

#### Data & Accountability

- Oversee the assessment of skills gained through Sociedad Latina's suite of tools including :
  - SAYO (Youth, Staff, & Teacher)-*Survey of Academic and Youth Outcomes*
  - STEM Common Instrument
  - Youth Outcomes Toolkit

- Oversee data entry to comply with all funding requirements
- Ensure timely and accurate collection & entry of data into SL database
- Complete quarterly reporting on department's activities
- Use data to identify program improvements and lead staff in action planning based on data
- Coordinate with the Department of Elementary and Secondary Education's 21st Century Community Learning Centers to ensure STEAM Team is consistently meeting or exceeding benchmarks

### **Supervisory**

- Effectively supervise & coach 3 full time program coordinators to reach program goals and outcomes
- Lead hiring of temporary part time staff, Boston Public Schools teachers & volunteers
- Oversee monthly observations and coaching of each facilitator; Identify staff needs and identify or develop appropriate PD/trainings
- Provide orientation and training to full-time, part-time, and temporary staff

### **Team Contributions:**

- Collaborate with team members to ensure middle school and school- based youth are engaged long term with Sociedad Latina
- Collaborate with management team to identify organizational goals for program improvement for the year ( ex:youth retention, partnership development, integrating technology, etc)
- Support in the facilitation of Program staff meetings and trainings
- Represent Sociedad Latina on external partner meetings and committees in the community

### **Other duties as assigned**

### **Qualifications Include:**

- Proven experience and success working with middle & high school aged youth
- Interpersonal and cultural sensitivity
- Good communication and written skills
- Strong project planning skills, detail-orientated, and ability to handle multiple tasks
- Applicant must have excellent management, interpersonal, and computer skills
- Experience writing or implementing STEM Curriculum in out-of-school time
- Knowledge of the college access process
- Must be willing to work 11-7 PM, some evenings and weekends
- Must be able to travel in and out of state when needed.
- Demonstrated presentation and facilitation skills
- Bilingual (Spanish/English) Required
- Must be available to work in person.

### **Education Required:**

BA/BS in Youth/Adolescent Development, Education or related field preferred

### **Salary and Benefits:**

This is a full time (40 Hrs/Week) position

### **How to Apply:**

Send cover letter and resume to:

Juan Maldonado

[juan@sociedadlatina.org](mailto:juan@sociedadlatina.org)

*NO PHONE CALLS PLEASE*

*Sociedad Latina is an Affirmative Action/EOE Employer*