



Inspiring all girls
to be strong,
smart, and bold

Girls Inc. of the Valley
P.O. Box 6812
Holyoke, MA 01041

Tel: 413.532.6247

girlsincvalley.org

JOB POSTING: STEM Coordinator
Salary: \$20.00 Full time/ Hourly

Come grow with us! Girls Inc. of the Valley is expanding, and we are seeking creative, energetic individuals who are enthusiastic about inspiring all girls to be strong, smart, and bold!

POSITION DESCRIPTION: The STEM Coordinator is enthusiastic about positively impacting the lives of youth in a pro-girl space through the exploration of, and connection to, science, technology, engineering, and math. The position is responsible for developing, facilitating, and supporting the delivery of STEM-based programming for participants in grades K-12.

Additionally, STEM Coordinator will have an exciting opportunity to oversee a new Makerspace housed within Girls Inc. of the Valley's new program center. Makerspace will be an integral part of the after-school programs. The STEM Coordinator will both facilitate programs as well as work to bring in a variety of skilled volunteers to implement exciting hands-on program opportunities. Programming will be delivered on-site.

GENEROUS BENEFITS:

- Option for 100% employer- paid health and life insurance – coverage on the first day of employment for all full-time employees (30 + hours per week)
- Dental and vision insurance available at an affordable cost
- Generous Paid Time off -including Vacation, Wellness, Sick, Holidays and Birthday
- Employer retirement contribution partial match
- \$1,000 differential for bilingual (Spanish/English) staff
- Regular staff appreciation events and professional development opportunities

QUALIFICATIONS:

- Demonstrate commitment to Girls Inc.'s mission, vision, and advocacy statements
- Bachelor's degree or strong, relevant, professional experience in STEM, education, or related fields
- Experience planning, facilitating, and evaluating youth development-based STEM education programs
- Minimum 2 years' experience working in a summer program, out-of-school environment, early childhood development, school system or a related field
- Strong communication skills and the ability to connect with people individually and interface with families, community organizations and businesses in the Pioneer Valley with diverse backgrounds, experiences and abilities
- An awareness of and commitment to social justice education and promoting diversity, equity and inclusion within the organization including support for gender equity, reproductive justice, trans rights, and anti-racism
- High level of comfort and skill with computer applications, technology, email, Zoom, Microsoft Suite, and Google Suite
- First Aid and CPR certified, or a willingness to attend training
- Flexibility in hours, including some evening and weekend assignments
- Sense of humor and ability to roll with the ever-changing nature of working with youth
- Create and/or update your Professional Qualifications Registry (PQR)- prior to assuming the role
- Complete EEC Essentials 2.0 prior to assuming the role

PREFERRED QUALIFICATIONS

- Experience with 3-D printing, electronics, hands-on design, craft, or other creative STEM applications is desirable
- Bilingual (Spanish/English) candidates given favorable consideration
- Valid driver's license, with good driving record, and ability to drive a 15-passenger van

TO APPLY: Please send a cover letter résumé, and names/contact information of three references to Kim Colwell, Executive Assistant at kcolwell@girlsincvalley.org. Applications accepted on a rolling basis. Posting will be removed when positions are filled.