

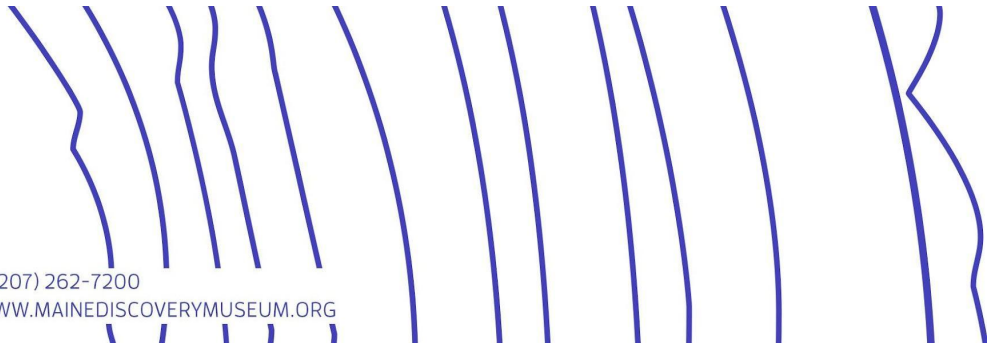
## COMMUNITY ENGAGEMENT COORDINATOR

### POSITION PURPOSE

Reporting to the Director of Community Engagement, the Community Engagement Coordinator is an energetic, organized team player with a strong commitment to delivering the highest quality programming to diverse audiences, focusing on middle school, high school, and adult learners. Strong communication, administrative, and customer service skills are required. Knowledge of, and experience with, STEM opportunities in Maine is also essential.

### POSITION RESPONSIBILITIES

- Work with the Director of Community Engagement to grow our middle school, high school, and adult audiences by expanding strategic programs such as the Maine Invention Convention, Robotics Club, Tech Bytes: Adult Tech Night, the Bangor Connected Learning Ecosystem for Climate Education, the Maine Science Festival, the Science Teacher Academy, Mission2Mars, and others
  - Please see attached description of current middle school+ strategic programs
- Manage programs and events, help maintain the schedule of education and engagement events, coordinate marketing and facilities needs for events, ensure that events have appropriate staff coverage, and register program participants and track paperwork completion
- Develop strategies for expanding our reach to strategic audiences
- Coordinate with many diverse stakeholder groups including students, parents, teachers, school administrators, researchers, professionals in STEM fields, and professionals from other informal STEM education organizations
- Attend at least one national conference each year and share your learnings with the team
- Help gather and organize data for grant reporting and annual reporting
- Participate in review and revision of strategic programs
- Assist with writing grant proposals
- Assist with purchasing program materials
- Collaborate with the Director of Community Engagement on social media and website updates
- Other duties as assigned



## **POSITION REQUIREMENTS**

- Bachelor's degree in a science, engineering, education, museum studies, or related field
- Energized by the Maine Discovery Museum's mission and values
- Experience with STEM and knowledge of the key players in the STEM landscape in Maine
- Excellent interpersonal skills and the ability to work well in an intergenerational, multicultural setting
- Excellent written communication skills
- Collaborative and team-oriented, with the ability to work independently
- Critical thinking and problem-solving skills are essential
- Ability to manage multiple tasks at once and adhere to guidelines, budgets, and deadlines
- Ability to occasionally travel offsite for meetings and events
- Must comply with Maine Discovery Museum vaccine and mask policies

## **SCHEDULE AND WAGE:**

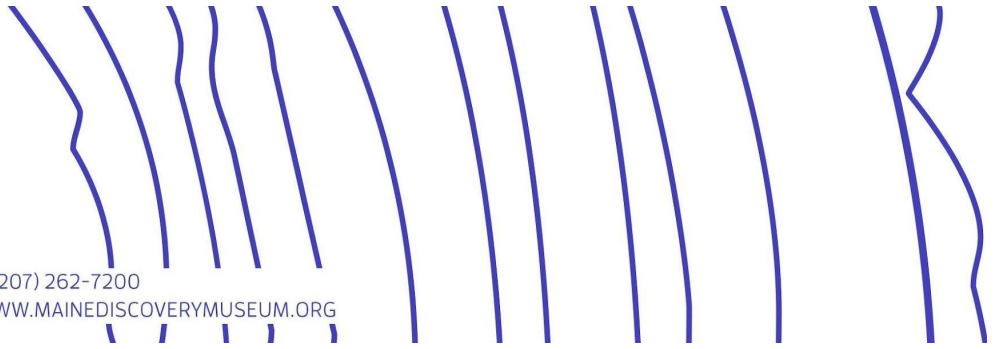
This is a 40 hours/week position at \$18-23/hour, commensurate with experience. Occasional weekend and evening hours will be required; schedule will be arranged with the Director of Community Engagement.

This position is primarily in-person at the Maine Discovery Museum; occasional off site travel will be required and there are occasional opportunities to work remotely.

## **HOW TO APPLY:**

Please email [job application](#), cover letter, and resume to Kim Stewart at [kstewart@mainediscoverymuseum.org](mailto:kstewart@mainediscoverymuseum.org)

*The Maine Discovery Museum is an Equal Opportunity Employer always providing equal opportunity without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, genetic information, veteran status, or any other basis protected by applicable federal, state or local law.*



## **MDM Strategic Programs for Middle School+ Audiences**

### **Maine Invention Convention**

For information, visit <https://www.maineinvents.org/>

### **Robotics Club**

Volunteers from local high school VEX Robotics teams will lead Afterschool Robotics at MDM! Students in grades K-8 will engage with coding and robotics programs as well as 3D printers to learn about coding, design, problem solving, and competition in robotics. Students will meet at MDM once per week for 90 minutes and high school volunteers and MDM staff will teach participants how to use coding software, how to document their designs, and lead challenges and obstacle courses.

### **Tech Bytes: Adult Tech Night**

Modeled after the Maine Science Festival (MSF) Showcase Event Tech Night, Tech Bytes has been designed with programming that will allow adults to learn about the world of computer science and coding with other novice learners who are closer in age to them.

### **Bangor Connected Learning Ecosystem for Climate Education**

For information, visit <https://gmri.org/projects/connected-learning-ecosystems/>

### **Maine Science Festival**

For information, visit <https://mainesciencefestival.org/>

### **Science Teacher Academy**

For information, visit <https://www.scienceteacheracademy.org/>

### **Mission2Mars**

Mission2Mars aims to build a new nationwide astronomy engagement program that will catalyze dozens of national and community partnerships around NASA's space exploration agenda around NASA's Artemis lunar exploration program, in order to help NASA achieve its strategic objective to "inspire, engage, educate, and employ the next generation of explorers through NASA unique STEM learning opportunities."