

Event Coordinator

Location: Boston, MA

Start date: ASAP



About the Organization

Mass STEM Hub is a program of the One8 Foundation. The One8 Foundation believes that an outstanding education should be available to all, regardless of zip code. Mass STEM Hub is the implementation team within the One8 Foundation that supports schools in high-quality implementation of proven STEM and applied learning programs. We provide schools with access to and support for applied learning and STEM education that builds knowledge and skills students need to succeed in a rapidly changing, high-tech world. In order to meet our mission, we partner with educators, nonprofit organizations, and industry professionals to provide best-in-class programs, educator supports, and industry engagement.

Why STEM & applied learning?

Currently, too few schools are preparing students for college and career and even fewer are sparking a genuine interest in learning and future work. Students are bored in science, technology and math classes that lack both rigor and relevance. Yet STEM jobs are growing at twice the rate of those in non-STEM fields. Just one in six high school seniors who graduate are proficient in math *and* interested in STEM. Applied learning is an engaging and rigorous approach where teachers facilitate student mastery of 21st century skills like critical thinking, collaboration, perseverance, and digital literacy. Students use content to solve real world problems. Research shows that active or applied learning rather than traditional lecturing is particularly important for both academic performance and ongoing interest.

The Role

Mass STEM Hub's Event Coordinator role is an impactful opportunity for a detail-oriented, mission-driven doer to help our organization plan and execute high-quality events for students and teachers. The Event Coordinator will work with the full Mass STEM Hub team to conceptualize events and then take the lead on executing the vision. The Event Coordinator will coordinate 8-10 in-person student events, 3-5 teacher events, and 8-10 school tours during over the course of the academic year. In addition, the Event Coordinator will support Worcester Polytechnic Institute (WPI) in planning the annual PLTW conference (~500+ attendees) and the 8-week summer training. Finally, the Event Coordinator will provide support to the Oe8 Foundation's Portfolio Team for 1-2 smaller events each year. Events are a critical piece of our work with schools – connecting students and teachers to their peers as well as industry professionals across the state is what helps to enrich coursework and elevate schools' programming. Mass STEM Hub seeks to create first-class events for students, teachers, and the industry professionals who volunteer. View videos of our previous events by visiting mass-stemhub.org/events.

Responsibilities

Leads Mass STEM Hub's event planning, design, and production to deliver high-quality, memorable events for students, teachers, and industry volunteers

- Coordinates with Mass STEM Hub team and school partners to identify event needs
- Organizes facilities and manages event details (e.g., catering, location, invitee list, equipment, promotional material)
- Utilizes deep expertise in event planning to propose ideas to improve event quality
- Ensures event materials are ordered and any additional materials are prepared

Works closely with other members of the team to ensure coordination and design of events meet the need of all attendees (e.g., students, teachers, and professionals)

Develops and maintains purposeful structures to manage for Mass STEM Hub events

- Ensures compliance with insurance, legal, health and safety obligations
- Conducts pre- and post – event evaluations and reports on outcomes
- Tracks spending to ensure events are delivered on budget and enables financial reporting
- Owns *News & Events* page on the Mass STEM Hub website to communicate event information to all attendees
- Develops system to track attendees for each event

Manages vendors and works closely with event hosts to maintain positive relationships to foster on-going partnership

- Manages vendor contracts, serving as Mass STEM Hub's point of contact (e.g., space, catering)
- Develops ongoing relationships with key vendors to maximize efficiency
- Assists with negotiations for space contracts and booking event space
- Coordinates with event hosts to ensure space is appropriate for programming

Oversees day-of logistics and set-up for successful events for invited guests, volunteers, and hosts

- Proactively handles any issues and troubleshoots any emerging problems on the event day
- Assists with managing on-site production and clean up for events, as necessary
- Collaborates with Mass STEM Hub team to fill roles and duties as assigned for events
- Interacts with guests and volunteers to provide high-quality customer service and event experience

As a member of the One8 Education team, supports other One8 staff on events not directly operated by MSH

Helps drive Mass STEM Hub's growth. Completes special projects either to build out the organization's knowledge and/or address critical strategic needs of the startup

Qualifications

- Has 3-5 years of professional experience in event planning, including leading the design of events
- Experience managing multiple vendor relationships to execute projects
- Believes that education is a primary means to dramatically improve the life outcomes of children and that all children can achieve at high levels independent of their circumstances
- Is passionate about Mass STEM Hub's mission and is committed to helping us grow
- Able to operate in a start-up environment including building systems from scratch
- Takes initiative and solves problems
- Remains poised, persistent, and solutions-oriented in the face of unexpected challenges
- Detail-oriented and deadline driven, with a strong sense of organization; always aims for excellence
- Comfortable multi-tasking and working in a fast-paced environment
- Effectively communicates, in person and on paper, in a straightforward and personable manner
- Builds strong relationships and networks effectively
- Constantly reflects, relishes feedback, and seeks opportunities to improve
- Brings humor and positivity to the organization
- Proficient in Excel, PowerPoint, Constant Contact; social media & website design preferred
- Holds a Bachelor's degree

Application Process

Mass STEM Hub is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. All inquiries, nominations and applications are to be directed to careers@mass-stemhub.org. Applications should include a letter of interest and resume.

Salary is commensurate with experience; competitive benefits package offered.