



POSITION:

Student Programming Associate, Mass STEM Hub

LOCATION: Boston, MA

SALARY RANGE: \$75,000-\$90,000.

ABOUT THE ORGANIZATION:

Founded in 2006, the One8 Foundation's mission is to accelerate and bolster the success of nonprofit organizations with the highest potential to achieve breakthrough results in the foundation's issue areas. The One8 Foundation (One8) does this by pursuing a venture philanthropy approach – identifying highly promising grantees to support with meaningful funding and deep strategic engagement. Supporting nonprofit organizations in both the United States and Israel, the foundation's model combines grant-making and pro-bono consulting with key strategic grantees.

The Foundation has a significant education portfolio with the objective of ensuring that classroom education truly prepares students to be successful in a rapidly changing high tech world. The Foundation supports proven STEM and applied learning programming that authentically and rigorously helps students apply what they learn to solve real world problems, amplifying both the learning and relevance of their education. In 2016, the One8 Foundation launched an internal team called Mass STEM Hub (MSH) tasked with scaling and supporting specific grantee organizations focused on applied learning and STEM education. Mass STEM Hub partners with Massachusetts schools to support the high-quality implementation of premier STEM and applied learning programming that engages students and prepares them for college and 21st century careers.

ABOUT THE POSITION:

The Student Programming Associate plays a critical role shaping Mass STEM Hub's student & educator programming. The Student Programming Associate, reporting to the Teaching & Learning Manager, will work with the Mass STEM Hub team to provide innovative real-world connections for every student and educator in the community of schools we support.

A central piece of Mass STEM Hub's work with our non-profit partners (e.g., Project Lead The Way, ST Math, and OpenSciEd) and schools is to provide authentic learning opportunities for students deeply tied to the content these programs cover. The Student Programming Associate will conceptualize opportunities for students to connect their learning to the real world – through in-person events, online challenges, classroom visits, industry-led visits and other opportunities that allow us to scale so thousands of students across Massachusetts can have authentic learning experiences. We fundamentally believe that applied learning – where students learn critical, relevant knowledge and skills and then *apply* them to a real-world problem – is critical for student engagement, understanding and developing a vision for their future.

This role has two main functions:

- *Design and execute in person events.* Coordinate 5-7 in-person student events, 3-5 teacher events, and 8-10 school tours during over the course of the academic year. This includes supporting our partner Worcester Polytechnic Institute (WPI) in planning the annual PLTW conference (~500+ attendees).
- *Identify and create virtual opportunities to make students' coursework more relatable and to enable scale.* Working closely with the teaching & learning team, identify ways to create new authentic learning opportunities. This will include customizing materials to the local MA context and refining and expanding our online/virtual industry connections (e.g., online challenges, virtual classroom visitors).

View videos of our previous events by visiting mass-stemhub.org/events.



Responsibilities include, but are not limited to:

Leads the redesign of our current student-facing programming in order to (1) scale our offerings to reach more students and (2) create more coherence and connection between real-world learning opportunities

- Collaborates within Teaching & Learning team to understand where the greatest opportunities are for authentic industry and/or real-world connections across our PLTW middle and high school programs and OpenSciEd schools
- Works closely with Partnerships & Communications Director to refine and scale our PLTW online/virtual industry connections for students
- Designs and pilots new opportunities for students to connect their learning to real-world experiences and careers (e.g., connecting a classroom visit, to an online challenge, to an end of year in-person event)

Identifies, evaluates, and executes adjustments and tie-ins to curriculum to increase relatability for students

- Builds and maintains a deep understanding of the curriculum that we support (e.g., what projects do students complete in which PLTW and OpenSciEd courses/units)
- Collaborates within Teaching & Learning team to identify opportunities for curriculum adjustment or tie-ins to tailor to our local context or increase reliability (e.g., revise PLTW project for designing a raising/lowering bridge on Cape Cod instead of an elevator for a skyscraper, swap out an OSE video to feature a local example, tap into a relevant, local industry partner to offer context or support with a unit)
- Surfaces potential ideas to Partnerships & Communications Director and helps outline the idea in order to recruit partners
- Works with national non-profit partners and/or local educators to develop adjustments

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

- Manages annual event calendar
- Coordinates with MSH Marketing Manager to develop and execute communication & collateral plan for events, including materials for educators, students, and industry professionals
- Increases event accessibility and participation by exploring and executing virtual events, as determined in conjunction with MSH team
- Sets vision for event details (e.g., catering, location, invitee list, equipment, promotional material)
- Works with the Operations & Administrative Associate to ensure event materials are ordered and any additional materials are prepared
- Coordinates with MSH team and non-profit partners in preparing for event by facilitating pre-event "run-of-show" meeting and materials
- Identifies opportunities and proposes ideas to improve event quality and experiences for students, teachers, and volunteers

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
- 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

In addition, the Student Programming Associate will complete special projects to build out the organization's knowledge and/or address critical strategic needs of the team



CANDIDATE REQUIREMENTS:

The Student Programming Associate must embody the One8 Foundation's high standard for excellence, rigor, passion, and commitment, while working alongside our partners to provide the support to drive their ongoing success.

- 4+ years of professional experience, including at least 2 years in program design and development in the related spaces, **or** at least 2 years teaching experience in a STEM discipline
- Experience designing large-format in-person and virtual programs and/or events
- Knowledge of the STEM landscape, particularly math and science teaching and learning programs
- Effective verbal and written communication skills, including a straightforward and personable manner
- Collaborative mindset and the ability to succeed on a team where members hold different pieces of the work
- Ability to thrive in a start-up environment, including building systems from scratch
- Creative and analytical approach to problem solving and ability to craft win-win solutions
- Poised, persistent, and solutions-oriented in the face of unexpected challenges
- Constantly reflects, relishes feedback, and seeks opportunities to improve
- Brings humor and positivity to the organization and all interactions
- Belief 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
- Passion for Mass STEM Hub's mission
- Bachelor's degree

One8 Foundation is an equal opportunity employer and welcomes candidates from diverse backgrounds.