

Position Title: Informal STEM Educator

Virginia Space Flight Academy's mission is to offer innovative learning experiences that inspire and enhance young people's interest in science, technology, engineering, and math and related career opportunities.



Overview: The Informal STEM Educator is responsible for developing and delivering new, innovative STEM programming for grade levels 3 - 6 through virtual and at-home, hands-on experiences. The successful candidate should be a self-starter who desires to broaden their expertise providing high-quality STEM experiences for students.

Duties:

- Develop, implement, and instruct all aspects of a new remote STEM learning program. The program will include the development of hands-on learning kits for use at home and virtual/online program components that support at-home learning. The virtual program components include the use of an online platform for scheduled online instruction and the development of online resources that include demonstration videos, live and pre-recorded sessions with STEM professionals, downloadable supporting materials, and learning extension resources. The at-home learning kits include hands-on, age-appropriate materials, printed lessons, and instructions.
- Coordinate all STEM learning program logistics, including online registrations, ordering, packaging, shipping materials, and scheduling activities.
- Supervise student participation by providing support online and answering questions.
- Communicate with adults who enroll students via phone and email communication.
- Develop front-end evaluation and post-engagement surveys. Disseminate, collect, and summarize data from surveys.
- Assist with program promotion through media and social platforms.
- Complete a plan of work and report accomplishments.

Knowledge, Skills, and Abilities:

- Experience delivering youth programs through school enrichment, day and residential camping, or outreach events.
- Knowledge of STEM content and relevant best practices in informal STEM education.
- Ability to convey STEM concepts through real-world applications.
- Experience using a variety of educational methods, including technology-based instruction and communication, to reach diverse audiences.

- Excellent speaking and instructional skills when conveying a concept and demonstrating an activity.
- Ability to provide an engaging online instructor experience.
- Experience presenting to student groups ranging from 8 to 200.
- Ability to oversee groups of students who are learning online.
- Ability to adjust to multiple learning levels, age groups, and styles of learning.
- Proficiency with technology, including virtual communication platforms.
- Ability and willingness to learn new software and technology as appropriate.
- Ability to incorporate expansions and improvements of what students are learning online.
- Adaptability to handle unexpected situations.
- Ability to problem-solve with a creative and positive 'can do' attitude.
- Ability to effectively plan, implement, and monitor self-directed projects.
- Ability to work both independently and collaboratively.
- Accountability, responsibility, and commitment.
- Other duties as assigned.

Requirements:

- Bachelor's degree in STEM, Education, or related field; or equivalent years of experience working in informal STEM education
- Minimum of 2 years of teaching experience (informal or classroom settings)
- This position will require a security background check if selected for employment.

Employment: Part-time, Temporary, with potential for long-term extension or permanent position pending success of the initiative

Employment Dates: Jan - November 2021

Work Schedule: Flexible, possible weekends

Work Location: Work remotely due to COVID-19 with occasional travel to Wallops Island, Virginia

Compensation: \$16-18 per hour; salary commensurate with qualifications, education, and experience

To Apply: Email the following to ed@vaspaceflightacademy.org:

- A cover letter that describes how your experience and qualifications for this position
- Résumé or Curriculum vitae
- A minimum of 3 references

Candidates will be reviewed as applications are received. Interviews will be conducted via the Zoom video meeting platform.