

## Insights Science Discovery – Curriculum & Program Coordinator

### Job Description

**Hours per week:** 10-30 depending on program workload      **Rate:** \$18.00 - \$22.00/hr

A Curriculum & Program Coordinator will work 10-30 hours a week supporting the development of new and innovative STEAM curriculum as well the coordination, design, development, and implementation of Insights educational activities in the region. This position demands someone with a high level of organization, creativity and personal responsibility. Candidates should possess experience of teaching (formally or informally) science, mathematics, technology or engineering. You will work with the Insights executive director and staff to develop a K-12 program curriculum that meets TEKS and NGSS standards that Insights Science Discovery maintains.

#### Required Qualifications:

- Highly organized and reliable.
- Excellent written and verbal communication skills.
- Self-motivated and able to work and spearhead ideas with little supervision.
- Demonstrated experience managing others or coordinating program delivery at multiple sites.
- College Degree required
- A minimum of 5 years of science-based curriculum writing/development .
- Demonstrated commitment & experience innovative, interactive teaching methodologies.
- Highly skilled with Microsoft Word, Excel, PowerPoint, and Publisher. Familiar with QuickBooks, freeware for scheduling. Familiar with basic web design (WIX,etc.) a plus.
- Ability to lift **up to** 50 pounds (outreach kits) and lead tours on uneven, rocky ground.
- Must pass a Background Check and have transportation, driver's license and insurance.

#### Position Responsibilities:

- Responsible for curriculum design, program management, and implementation.
- Innovate new 2-5 hour outreach experiences for use in schools, at afterschool functions, with teachers, and with the community.
- Provide TEKS-aligned programs for disconnected youth ages 5 – 17.
- Work to build pool of trained educational docents and/or paid facilitators to support growth of outreach programs.
- Work with administrative staff to arrange logistical, programmatic, and financial aspects of outreach programs.
- Report monthly activities and communicate opportunities and ideas to Executive Director.

