**Sister to Sister International, Inc.**

**PART-TIME SCIENCE TECHNOLOGY ENGINEERING ARTS & MATH (STEAM) OUTREACH AND ADMINISTRATIVE CONSULTANT**

**JOB OPENING**

* Part-Time Science Technology Engineering & Math (STEAM) Outreach and Administrative Consultant

**TIME-FRAME**

* Hiring date: **February 15, 2020**
* **Submit resumes by January 30th**

**KEY TASKS & DELIVERABLES**

* Recruitment- Share the STSI STEAM Story and “Spread the gospel on STEAM” sourcing for Black and girls of color to enroll in the STSI STEAM Summer Camp & year- round Academy
* Develop relationships with local schools including guidance counselors, teachers and administrators; colleges and universities; nonprofit organizations and community partners
* Share information on STSI programs, pipeline and opportunities to collaborate

**STEAM Programming**

* Deliver presentations on STSI STEAM Program offerings to various audiences
* Facilitate program presentations for parent and student, information sessions and orientations
* Serve as a program liaison to parents of potential STEAM students

**Marketing**

* Develop and implement a marketing strategy for outreach including social media
* Manage the communications process between community stakeholders and STSI STEAM programs
* Seek new relationships and opportunities to support STEAM Sistahs in the pipeline

**Educational Background & Key Preferred Skills**

* College graduate, independent self-starter, good communication and analytical skills; a relationship builder, technically savvy, familiarity with social media and marketing outreach tools, good writing and communication skills, positive get it done attitude. STEAM experience is a plus;

**Hours**

* 10 hours per week/ 40 hours per month

**Compensation**

Hourly rate commensurate with experience

**For more information and or to forward resumes:**

**Mail to – STSI Hiring Team P.O. Box 351 Yonkers, NY 10703**

**Or e-mail** [**stsi@optonline.net**](mailto:stsi@optonline.net)

**Type STEAM Outreach Position in Subject Line**

(914) 207-0368 ~ s2si.org

Cheryl Brannan, Founder