

The Philadelphia Education Fund

The mission of the [Philadelphia Education Fund](#) (PEF) is to drive exceptional outcomes for all students by developing great teachers and building paths to college and career success. PEF expands and improves educational opportunities available to local youth, to ensure a Philadelphia where all young people have the skills, knowledge, and access to the resources they need to succeed in college and careers.

The McKinney Center for STEM Education

The vision of PEF's McKinney Center for STEM Education is that "All students will graduate from high school with strong STEM knowledge and skills, enabling them to succeed in college, career, and a 21st century society." The McKinney Center is recognized locally, regionally, and nationally as a leader in progressive STEM education. Its four areas of work include designing, implementing, and evaluating educator professional development; creating and piloting original STEM curricula; identifying STEM professionals to serve as career coaches for urban middle and high school students; and serving as the backbone organization for the Philadelphia STEM Ecosystem, the Philadelphia STEM Equity Collective, and the Pennsylvania Statewide STEM Ecosystem.

Position Summary

The Philadelphia Education Fund seeks a fulltime **STEM Workforce Development Manager** to focus on one of the McKinney Center's primary objectives: to help area students understand, have the content knowledge and skillsets, have confidence to pursue, and aspire to careers in STEM.

Primary Roles and Responsibilities

This individual will primarily administer two STEM Workforce Development Initiatives

- Bridge to Employment. Johnson and Johnson, FHI360, two area high schools, and two university partners collaborate with PEF to implement career exposure, coaching and access among 50 high school students.
 - Specific activities include: Scheduling, facilitating, and providing follow-up to partner meetings; creating semester calendars and syllabi; communicating with and ensuring the participation of the partners and high school students; scheduling, organizing, and confirming the hosts/presenters for all sessions to include afterschool classes, industry field trips, and visits to the two university campuses; coaching student mentors; and completing and submitting all related paperwork such as budgets, reports, and similar documents.
 - Successful execution is measured in terms of target numbers of students served and sessions implemented; participant and funder satisfaction and fulfillment; and programming that is organized and stays within budget.
- Explore STEM Philly. Through this initiative, PEF recruits, trains, and schedules STEM professionals to interface with middle and high school students, so that they can conceptualize and access STEM careers and career pathways.
 - Specific activities include Scheduling, facilitating, and providing follow-up to partner meetings; recruiting and continually communicating with teachers and STEM presenters; scheduling and confirming the classroom presentations; scheduling, organizing, and hosting periodic offsite field trips; scheduling, designing, and facilitating online presenter training sessions; designing and implementing formative and summative evaluations; and completing and submitting all related paperwork such as budgets, reports, and similar documents.

- Successful execution is measured in terms of target numbers of students served and programs implemented; student, teacher, STEM professionals, and funder satisfaction and fulfillment; and programs that are well organized and stay within budget.

This individual will also work on related STEM workforce development projects and initiatives which may include, but are not limited to, scheduling and attending meetings with potential partners, participating in career fairs, and contributing to grant and consulting proposals)

Additional Roles and Responsibilities

STEM Ecosystems

This individual will also work with the STEM Ecosystem Manager to support its three STEM Ecosystems/Collective Impact initiatives:

- Philadelphia STEM Ecosystem: Help to maintain and update Ecosystem online resources and respond to external STEM inquires. Specific activities might include updating existing and adding new local, state, and national STEM links; and responding to diverse question about STEM programming and resources.
- Philadelphia STEM Equity Collective: Participate in regular Backbone Team and member meetings. Specific activities might include planning “Regional Industries and STEM Education” meetings; taking minutes at Backbone meetings; and planning and facilitating member meetings.
- Pennsylvania Statewide STEM Ecosystem: Participate in twice-monthly Leadership Team meetings; help plan twice-monthly STEM Coalition meetings; contribute to strategic planning and outreach efforts; spearhead twice-yearly policy papers; and help plan the annual Spring 2023 STEM Coalition STEM conferences.

Professional Development and Curriculum

This individual will also work with the STEM Professional Development (PD) and Curriculum Manager to support multiple initiatives:

- Professional Development: Help recruit participants for and implement professional development workshops, courses, and conferences for formal and informal educators; identify additional PD presenters; and gather resources to share with PD participants.
- Curriculum Development: Help locate existing curricula to utilize or adapt; review curricula and lesson plans before finalization; and disseminate such products to stakeholders.

Qualifications

Education and Experience

- Bachelor's Degree in a STEM-related field, in education, in workforce development, or in a similar field (such as urban studies, social work, or organizational leadership); Master's Degree preferred.
- Five or more years of experience working in the field of STEM education or science education; and ideally with Philadelphia STEM partners and programs.
- Five or more years of experience with stakeholder communications, project management, event planning, and budget oversight.
- Familiarity and experience with STEM workforce development initiatives, STEM careers and career pathways, and program/industry collaborations.
- Experience interfacing and communicating with a diverse audience in terms of race, age, gender, geography, socio-economic status, and similar factors.
- Experience with online tools such as Microsoft Excel, SurveyMonkey, Constant Contact, and other web-based instruments.

Knowledge, Skills, And Abilities

- Strong time-management and organizational skills.
- Excellent verbal and written communication skills.
- A commitment to providing excellent customer service.
- Outstanding interpersonal skills, and the ability to establish and maintain good working relationships with a diverse network of people.
- Creativity, innovation, and the motivation to maintain and expand upon quality work.
- The ability to work well independently as part of a team.
- Flexibility, and the ability to adapt to changing priorities and situations.
- Sound judgment, discretion, and decision-making skills.

Application Process

Please email a one-page cover letter and a resume to Dr. Nancy Peter, Director of the McKinney Center for STEM Education. No phone calls please. npeter@philaedfund.org