

## MANAGER - PHILADELPHIA STEM ECOSYSTEM

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

A program within the Philadelphia Education Fund, The McKinney Center for STEM Education 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 high school students; and serving as the backbone organization for the Philadelphia STEM Ecosystem.

The [Philadelphia STEM Ecosystem](#) is one of 89 national STEM Ecosystems, supported by the STEM Funders Network and based on a collective impact model. The Philadelphia Ecosystem's goals are to increase collaboration within, reduce duplication of, identify gaps in, and promote access to STEM education. As the backbone organization, the Philadelphia Education Fund sets the vision and mission, facilitates communication among Ecosystem members, and ensures the continuance of the local Ecosystem movement. Through workgroups, conferences, and biannual meetings, stakeholders articulate the issues facing STEM education in Philadelphia and develop projects to improve STEM learning.

The Manager of the Philadelphia STEM Ecosystem reports to the Director of the McKinney Center for STEM Education and oversees all project activities associated with the Philadelphia STEM Ecosystem.

## RESPONSIBILITIES

### Membership

- Promote Ecosystem membership, manage online membership registration, recruit and communicate with new members, and ensure that new members are integrated into Ecosystem communication channels and Workgroups.
- Schedule and facilitate bi-annual Ecosystem member meetings including registration, logistics and meeting materials.

### Steering Committee

- Schedule and facilitate Steering Committee meetings, take and distribute meeting minutes, and follow up on action items.
- Recruit additional Steering Committee members as needed.
- Convene the Steering Committee to discuss projects, metrics, and upcoming decisions.

### Communication

- Maintain the Ecosystem website including Member lists, workgroup updates, and a calendar of events.
- Maintain the Ecosystem distribution lists (Outlook and Constant Contact) and ensure that electronic communications are timely, accurate, and informative.
- Manage the online Asset Map to ensure that listings are current, accurate, and comprehensive.

### Compliance

- Serve as the point of contact with GSK to ensure that the Ecosystem is addressing their STEM goals of equity, access and inclusion; create and oversee the combined oversight committee; assist with the overarching assessment project; and otherwise ensure that the Ecosystem is aligned with the GSK grant and contract.
- Maintain contact with additional funders (such as PA DOE and others) to ensure that the Ecosystem is meeting the funders' goals and effectively implementing the funders' activities.
- Maintain contact with the STEM Funders Network and TIES, to ensure that the Ecosystem continues to be aligned with their requirements and provides necessary materials and data.
- When needed, schedule, coordinate, and attend meetings with the above-mentioned entities.
- Provide internal and external progress and final reports as needed.

#### Workgroup Oversight

- Maintain regular contact with the Ecosystem Workgroups to ensure that they are aligned with GSK's equity objectives; are meeting regularly, are working on projects that are authentic; manageable, and consistent with the overarching goals of the Ecosystem; are engaging members, are including meeting notices on the online calendar, are generating meeting minutes.
- When possible, attend Workgroup meetings to gather information and assist with facilitation.

#### Finances

- Process and oversee all Ecosystem-related finances such as money for Workgroup supplies and refreshments, money for Ecosystem member meetings, payment of Ecosystem bills such as for the websites, etc.
- Contribute to grant proposals and other funding solicitations, as needed.

#### Other

- Design, implement, deliver and assess STEM professional development for classroom teachers and informal educators.
- Design STEM curricula to include conducting literature reviews, crafting lesson plans, and piloting new materials with teachers and students.
- Supervise high school, undergraduate, and graduate students working on Ecosystem projects.

## **QUALIFICATIONS**

#### Degrees and Experience

- Bachelors Degree in a STEM-related field, in education, or in a similar field (such as urban studies or social work); Masters Degree preferred.
- Five or more years of experience working in the field of STEM education or science education.
- Familiarity with the Philadelphia STEM landscape; and ideally, be a current and active STEM Ecosystem member.
- Five plus years of experience stakeholder communications, event planning and budget management..
- Experience in curriculum development and designing and delivering professional development.
- Experience supervising high school, undergraduate, and graduate students.
- Experience with online tools such as Microsoft Excel, SurveyMonkey, Constant Contact, and other web-based instruments.
- Experience interfacing and communicating with a diverse audience.

#### Skillsets

- Strong time-management and organizational skills
- Excellent verbal and written communication skills.
- Outstanding interpersonal skills, and the ability to get along 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](mailto:npeter@philaedfund.org)