



JOB ADVERTISEMENT

STEM Manager
May 2023

THE OPPORTUNITY — ABOUT THE AFTERSCHOOL ALLIANCE

Join a dynamic, mission-driven team working to provide kids equal access to afterschool and summer programs, helping kids learn and grow, and giving working families peace of mind when school's out. We've worked to ensure 7.8 million children have fun, engaging programs after school, but there are 25 million more children waiting to get in a program.

POSITION SUMMARY

We are seeking a STEM Manager who cares deeply about supporting high-quality engagement with STEM for all young people, is extremely collaborative, has experience managing diverse coalitions, is well-versed with informal STEM learning and understands the role of public policy to increase opportunities. You will play a leading role in supporting the Afterschool STEM Hub coalition led by the Afterschool Alliance to increase its engagement with policy opportunities at the federal level and also support the other STEM initiatives at the organization including the Collective for Youth Empowerment in STEM & Society (CYESS).

Major Roles + Responsibilities

- Analyzing and tracking federal STEM legislation to identify opportunities for afterschool and assisting with policy related research
- Maintaining a calendar of policy engagement opportunities and ensuring timely responses including producing and editing drafts of written materials and identifying speakers for Hill briefings
- Taking charge of the operations of the Afterschool STEM Hub including organizing the calls and meetings
- Helping to identify and on-board new members of the Hub
- Identifying appropriate channel for communication in-between the calls/meetings and producing regular content for the channel to engage Hub members and build community
- Assuming responsibility for the Afterschool STEM Hub website and coordinating as necessary to ensure that the content is kept up-to-date
- Coordinating with the rest of the policy team to ensure coordination between federal and state STEM policy priorities, identify synergies between afterschool STEM policy and other afterschool policy areas, including workforce development, credit for learning and civic engagement
- Helping with the development of a policy agenda for the CYESS initiative
- Writing blog posts, presentations, alerts or other communications on STEM policy as well as connecting policy and research to practice.

- Representing the Afterschool Alliance with partner organizations and in public settings including Hill visits, coalition meetings, Congressional briefings and hearings and conferences.
- Supporting the other STEM efforts at the organization as needed

Qualifications: The Afterschool Alliance offers a well-balanced work environment with a supportive and growing team and opportunities for advancement. Candidates should have:

- Minimum 3 years of experience working with informal STEM learning environments and a good understanding of STEM education policy
- Experience managing diverse coalitions
- Strong writing, research and analytical skills – including the ability to analyze technical information and data and to convey this information to a variety of audiences, including federal, state and local policymakers, researchers, advocates and the public
- Excellent attention to detail, highly organized, accurate and responsible
- Experience writing for social media, website, blogs and emails
- Technological savviness and willingness to learn new systems and software as needed
- Commitment to the afterschool and out-of-school learning spaces

This position could be a good fit for you if...

- Are extremely collaborative and can work with teams as well as independently
- You are comfortable with doing behind-the-scenes work
- You are curious and interested in exploring new ideas and think outside the box
- You have the ability to multitask, identify priorities and meet deadlines
- You have a deep commitment to equity and inclusion as demonstrated in meeting design, facilitation, identifying and recruiting speakers and participants etc.
- You're willing to pitch in and help wherever needed to support the organization.

Hours per week: 40 hrs. This position is based in Washington, D.C.; in-office attendance is not required every day but this position will require being in DC regularly and sometimes at short notice to attend meetings. The successful candidate will be expected to come into the DC office once or twice a week and be available to attend DC-based meetings as required during the week. Hence fully remote work applications cannot be considered for this role.

Employment type: Full time, regular, exempt from overtime provisions

Compensation: The salary band for this role is \$65,000-80,000; the exact salary within the band will be commensurate with experience. We offer excellent benefits, including health insurance, life and short and long-term disability insurance, a 403(b) retirement program, flexible spending accounts and generous vacation, sick leave, and holiday schedules. The Afterschool Alliance offers a well-balanced work environment with a supportive and growing team and opportunities for advancement.

To Apply: Please send cover letter, resume, and references to HR@afterschoolalliance.org. In the subject line type "STEM Manager 2023." We will begin reviewing applications on June 1.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

The Afterschool Alliance is an Equal Opportunity Employer.

Equal Opportunity Employer Statement

The Afterschool Alliance is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, ethnicity, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.