



**Job Title: STEEM Education Coordinator**

**(Science, Technology, Engineering, Environment, Math)**

**Reports to: Associate Director of Programs**

**Job Classification: Full-time, Non-exempt**

**Schedule: Monday through Friday, with occasional week-end and evenings**

**Compensation: (\$17 - \$19) hourly, based on certifications, education and experience**

**Benefits for employees regularly scheduled 30 hours to 40 hours per week:**

- \*Health, dental, vision, life, & long-term disability insurance,**
- \*Paid leave and paid holidays,**
- \*Childcare discount for before, during and after school,**
- \*401K plan,**
- \*Course reimbursement & paid professional development trainings,**
- \*Employee assistance program, and**
- \*A supportive family-friendly work environment.**

**Join our team to share your passion for science, nature, and education! As STEEM Coordinator, you will teach at Neighborhood House of Milwaukee's (NHMKE) primary site, partner schools, and our Nature Center in the Oconomowoc Area. This position works with diverse people, ages 6 weeks to adults.**

**Our ideal candidate is highly skilled in: (1) designing, implementing, and evaluating science, environmental, and interpretive programs; (2) providing equitable learning**

**opportunities to under-resourced and under-served communities; and (3) balancing both independent program development and collaborative planning.**

**As the STEEM Education Coordinator, you will: (1) teach and design inquiry-based curricula for children, NHMKE families, and the community; (2) lead a team of high-school age summer interns; (3) maintain various natural spaces including seasonal vegetables gardens; (4) care for on-site animals (such as fish, rats, reptiles, insects, etc.); (5) perform a variety of administrative and technical duties in support of the organization; (6) other duties as assigned.**

**Responsibilities May Include but Are Not Limited to:**

#### **Education and Interpretation (75%)**

**Develop, implement, and manage science education. You will:**

- **Coordinate and present science education programs for NHMKE participants at NHMKE primary and Nature Center sites, schools, and other organizations.**
- **Create educational materials, activities and curricula that align with the Next Generation Science State Standards (NGSS) and best practices in STEAM education.**
- **Create and maintain informational displays, brochures, and other interpretive resources at all sites.**
- **Monitor and evaluate program performance, develop modifications to systems and procedures, and keep accurate records.**
- **Network and foster relationships with agencies, organizations, schools, businesses and community groups.**
- **Staff the Nature Center as needed throughout the year--this includes occasional weekends.**
- **Collaborate with the Land Stewardship team at the Nature Center.**
- **Plan, oversee, and coordinate public hikes, camping trips, on and off-site field trips**
- **Assist with NHMKE's social media and collaborate with the Development and Marketing team.**
- **Participate in the development, implementation, and improvements of the NHMKE's Interpretive Master Plan.**
- **Manage program budget. Plan summer camp planning and implementation. Lead the summer program "Lead and Learn Conservation Corps: Interpretive Naturalist"**

#### **Community Outreach (25%)**

- **Assist with the development of special events that encourage use of NHMKE's trails and facilities by culturally diverse individuals and groups.**

**Assist in the coordination and facilitation of special events at NHMKE facilities, such as Earth Day.**

- **Provide leadership and partnership with volunteers to ensure NHMKE consistently offers high-quality visitor services.**

**Coordinate/promote NHMKE through public speaking and outreach. Actively participate on community-based committees, working groups, and task forces.**

**QUALIFICATION and EXPERIENCE: Applicants must enjoy working in a fast-paced and creative environment as well as outdoors in natural settings.**

- **Bachelor's degree in Environmental Studies, Science, Education, Integrated Studies, or related field(s)**
- **2 years minimum of teaching (formal or informal)**
- **1 year of experience in a Coordinator role**
- **Ability to work with and lead groups of all ages and sizes**
- **Strong organizational and problem-solving skills**
- **Ability to work effectively and efficiently (in a group or independently)**
- **Comfortable working with live animals (including reptiles and insects)**
- **Comfortable speaking in front of a crowd**
- **Cheerful and outgoing demeanor**
- **Ability to adapt**
- **Excited about learning**
- **First Aid/CPR (*preferred, not required*)**
- **Must be able to lift and carry up to 35 pounds**
- **Must be able to stand and walk for periods of time in an outdoor nature environment, and able to work in all kinds of outdoor weather.**

**SUPERVISORY RESPONSIBILITIES: Leads staff, interns and volunteers**

**\*\*\*Please send resume to [hrofficew@nh-milw.org](mailto:hrofficew@nh-milw.org)**