



New Hampshire Afterschool Network

Job Description **STEAM and Career Awareness Coordinator** **Full-Time, Contracted Position**

Organization Overview:

The [New Hampshire Afterschool Network \(NHAN\)](#) is a network of afterschool providers, local and state organizations, collaborative groups, and other stakeholders who have a common commitment to:

- Develop partnerships and a strong network.
- Influence public policy and secure resources.
- Improve after-school professionalism and program quality.

Our vision is that all K-12 children and youth in NH have access to high-quality afterschool and summer programs that prepare them for success in education, careers, and life.

Position Summary:

The STEAM (Science, Technology, Engineering, Art, and Math) and Career Awareness Coordinator is a newly developed, full-time, independent contractor position (does not offer benefits) for the New Hampshire Afterschool Network (NHAN). This position is charged with growth and acceleration across the state through supporting afterschool programs and other youth-serving organizations in helping young people develop their self-identities through a focus on STEM, work-based learning, and college/career pathways. The project initiative has a strong focus on equity and on breaking down barriers to STEM learning experiences and promising career pathways for youth of all races, ethnicities, genders, geographic locations, identities, abilities, and family income levels. The STEAM Lead/CAC will serve as the primary contact for all NH's STEAM activities and focus on expanding professional development, partnerships, data collection, and outreach related to the [Million Girls Moonshot \(MGM\)](#) initiative. MGM is a movement that brings together resources and expertise from the afterschool and STEAM fields to inspire and prepare the next generation of innovators. Applicants are encouraged to learn more about the MGM Initiative here prior to applying for the position. This position will work to continue developing statewide systems and practices that increase high-quality OST learning in STEAM/College and Career Pathways and will promote the MGM transformative practices of equity and inclusion, engineering mindset, role models, mentors and families, and continuous STEAM learning pathways and STEAM workforce development.

NHAN is looking for an individual with excellent relationship-building, communication, and presentation skills. An ideal candidate will bring a passion for STEAM work, and a commitment to engaging girls and under-represented youth. This position will expand STEAM opportunities and demonstrate the benefits to youth and programs at a systems level.

Key Responsibilities include:

- **Empowering Third Space Providers** including: fostering strong relationships with afterschool programs and other youth-serving organizations to increase their ability to effectively facilitate STEAM and career exploration programming; supporting them through resource curation and development; working with the NHAN team to deliver professional learning experiences that provide breadth and depth in content and facilitation skills in the area of STEAM and career exploration; and developing a process of tracking and recognizing programs and staff that have demonstrated competence in delivering high-quality STEAM and career awareness learning experiences for youth and have elevated these areas as important year-round offerings at their site.
- **Expanding STEAM and Career Programming** by: empowering programs to see STEAM and career awareness as critical skills for all youth, and to be integrated into programming at multiple levels; creating opportunities to connect young people across the state with college and career planning resources; developing programming to inspire youth programs to tie individual interests within high-demand careers with science, math, engineering, art, and technology education; and providing resources, PD, and general assistance to equip programs and staff to implement STEAM and CA programming
- **Building and Sustaining Partnerships** including: identifying, developing, and maintaining partnerships with those working in the areas of STEAM and college/career readiness; collaborating strategically with community and workforce partners to design, develop, and implement opportunities for real-world engagement with colleges, careers, and community development; and assisting programs in connecting to their local partners.
- **Holding a Strong Vision and Best Practices** through: adopting state and national best practices to expand and improve STEAM and college/career learning opportunities for youth in afterschool; engaging in the long-range vision and planning that will accelerate quality STEAM and college/career learning as an important direction for the NH Afterschool Network; convening an informal advisory group to support research into innovative STEAM and career awareness learning programs, partnerships, and training while advising on the long term vision of these programs; and providing ongoing evaluation of STEAM and college/career programs for deeper understanding of effectiveness and quality by managing data collection and timely improvement plans. This person will have a lot of support from partners at national, state, and local levels and can leverage existing resources, training, curricula, evaluation tools, and more.
- **Playing a Key Role on Our Team.** The STEAM and Career Awareness Coordinator will work collaboratively with all members of the NHAN team and may be asked to accept other duties as assigned to ensure a responsive and nimble organization serving youth and providers across the state.

Preferred Qualifications:

- Training and experience in education, youth work, and/or after school; preferably with an emphasis in STEAM, career awareness, or working with middle and high school-aged youth.
- Experience providing training, coaching, and/or mentoring support to professionals in STEM or career content and facilitation.
- Ability to build the confidence of youth-serving professionals to facilitate quality STEM learning experiences.
- Understanding of key elements of quality afterschool programming, including social-emotional learning, youth engagement, voice and choice, personalized learning, and supportive environments.

- Familiarity with NH's *Next Generation Science Standards* and how they apply in after-school STEAM learning environments.
- Demonstrated vision and passion for supporting others in creating positive environments for the learning, care, and development of children and youth.
- Genuine interest in ensuring equitable access for all children and youth regardless of race, ethnicity, gender, geographic location, identities, abilities, and family income level.
- Demonstrated organizational and/or project leadership skills including: collecting and analyzing data; writing reports; developing outreach materials; and fostering positive relationships with a wide variety of afterschool providers, school-based educators, and families.
- Excellent communication and interpersonal skills, including a proven record of working collaboratively with others.
- Ability to multi-task with excellent time management and organizational skills, and to work independently with self-direction.
- Confidence in solving problems with tenacity and perseverance.
- Understanding of standard evaluation methods and the ability to analyze data to inform project direction and improvement priorities.
- Proficiency in the use of technology, including MS Office products (e.g., Word, Excel, Publisher), and the ability to produce documents and reports that are well-written and well-presented.
- Reliable transportation is required. This position will require travel throughout NH at all times of the year and may require time in the evenings or on the weekends.

Working Conditions:

This is a full-time, 12-month, contracted position. This position is remote (i.e., telecommuting), and business travel within NH will be required. Occasional travel out of state will also be required (~1-2 times a year). The position requires professional liability insurance as well as the use of your own devices (laptop, internet, phone, etc.). Occasional work on weeknights and weekends is required.

Hiring Process:

Please submit a resume, interest letter, and three professional references to sroberts@seresc.net. Selected applicants will proceed to a virtual interview. Applications will be accepted on a rolling basis and the position is open until filled.

****This position is grant-funded. Funding is only guaranteed for one year. A one-year independent contractor contract will be executed with the option to renew it in year two if additional funding is secured and if all parties agree.**