

SCIENCE
FROM SCIENTISTS

Position Description: Vacation Programs Officer
(Start Date: Early to Mid November 2015)

Introduction

The mission of Science from Scientists (SfS) is to improve students' attitudes and aptitudes in Science, Technology, Engineering, and Math (STEM.) The Outreach Team at SfS consists of the Executive Director & Founder, the Chief Operations Officer, the Director of Education, and the Vacation Programs Officer. The role of the Vacation Programs Officer is to scale the currently successful Vacation Programs to a number of locations in the greater Boston/Worcester/San Mateo area. Over time, this individual's goal is to scale these programs such that they become a nationally recognized entity.

The Vacation Programs Officer reports directly to the Chief Operations Officer (COO.) The Vacation Programs Officer is expected to keep the COO informed of the status of assigned projects, report on unanticipated issues that may arise, and recommend actions and solutions to such stations. Within the organization, this position coordinates with the Executive Director & Founder, Director of Education, and other senior management and program staff.

Responsibilities

The Vacation Program Officer is a dynamic position with a primary focus in the development and scaling of Vacation Programs. There are potential opportunities for professional development in areas tangential to program management. Current duties are summarized below:

- Collaborate with SfS senior management to determine the best way to scale the Vacation Programs
- Coordinate with SfS PR team to advertise Vacation Programs on website, social media, and print media
- Organize logistics for Vacation Programs (transportation of people, supplies, materials, rehearsals as needed)
- Develop new Vacation Programs as needed
- Attend PR training provided by SfS to serve as event emcee and speak to press and media
- Assist in partial capacity with the Boston Regional Science Fair if needed

MASSACHUSETTS

515 Beacon Street
Boston, MA 02215

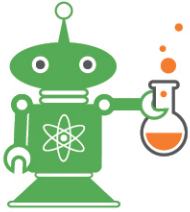
95 Prescott Street
Worcester, MA 01605

CALIFORNIA

2205 Palm Avenue
San Mateo, CA 94403

ONLINE

info@sciencefromscientists.org
www.sciencefromscientists.org



SCIENCE

FROM SCIENTISTS

Qualifications

- 4-year undergraduate degree in a STEM field, project management, business, non-profit management, public administration, or communications.
- Minimum 2-3 years experience working or volunteering in the nonprofit sector (1-2 years in a management position or role.)
- Demonstrated excellence in project management.
- Demonstrated experience in event and team management.
- Excellent communication skills, particularly oral communication. English language fluency, bilingual candidates highly encouraged (especially Spanish, French, Portuguese, and Haitian-Creole.)
- Proficiency in MS Office products, especially MS Word, MS Excel, and MS PowerPoint.
- Proficiency in Google Apps, especially Gmail, Google Calendar, and Google Drive.
- Exceptional organizational ability and time-management skills; ability to work independently and collaborate on a team.
- Primary office locations in Boston and Bedford, events occur across Eastern & Central Massachusetts. Current driver's license and access to a car required.
- Desire to build something awesome at scale.

Salary & Benefits

This is a full-time position, offered at a salary of \$50,000/year. SfS offers employees health and dental insurance, a vacation package, and an optional 401k program (no matching.)

Contact

Interested candidates should send a resume/CV, cover letter, and a description of an event planned and executed by the candidate to Dr. Alicia Bielik, Chief People Officer, at jobs@sciencefromscientists.org. Due to the volume of inquiries, please anticipate two days before receiving a response. No phone calls please. This position will remain open until filled.

Science from Scientists provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

MASSACHUSETTS

515 Beacon Street
Boston, MA 02215

95 Prescott Street
Worcester, MA 01605

CALIFORNIA

2205 Palm Avenue
San Mateo, CA 94403

ONLINE

info@sciencefromscientists.org
www.sciencefromscientists.org