



JOB DESCRIPTION

STEM Strategist

Department: Operations
Reports To: Chief Operating Officer
Salary Grade: Exempt

Job Summary

Primarily responsible for developing and reinforcing the STEM architecture for our council. Research and design STEM-related curriculum that caters to learning abilities of various age/skill levels and encompasses creativity, motor skills, observation, and social learning. Collaborate closely with different council entities to ensure that the Girl Scouts of Eastern Oklahoma advances its STEM initiatives across all demographics and locations within our council. Strategic vision and planning will allow the STEM Strategist to mobilize volunteers and develop and explore resources to expand volunteer confidence for greater STEM impact.

This is a safety sensitive position.

Essential Duties and Responsibilities:

- Develop and implement STEM strategies that include core components focused on the national STEM program, sustainability and alignment with both the council's overall STEM Strategic Plan and the needs of girls in the local community.
- Create and nurture relationships with STEM community partners to expand STEM opportunities for the council and its members.
- Collaborate with the Programs Department and provide STEM knowledge/resources as requested to help deliver STEM resources and expertise to all programs available for girls and volunteers.
- Collaborate with the Adult Trainer to introduce new and recurring STEM training sessions for all volunteers and leaders that occur seasonally.
- Maintain detailed records of STEM initiatives within the council, including STEM badge sales, STEM surveys, Girl Involvement, and the utilization of council-provided STEM resources.
- Establish a year-round initiative for monitoring and overseeing the council's STEM resources and their usage by providing check in and check out systems for all named initiatives.
- Identify and track metrics and outcomes related to the STEM pillar and collaborate with the grant-writing team to ensure accurate reporting.
- Oversee STEM areas, including STEM Labs, STEM surveys, and overall STEM outcomes.
- Identify areas within STEM where Troop leaders and volunteers require additional support.
- Continuously create updated STEM curriculum that spans all areas of STEM in the STEM Kit Initiative.
- Perform additional duties as assigned.

Minimum Qualifications

Education and Experience:

- Bachelor's degree in related field, or equivalent combination of education and experience.
- Minimum of 1-3 years of working experience in STEM education.
- Experience working collaboratively with a multitude of teams on measurement and evaluation, using data to improve and expand programming.
- Strategic management experience with a youth program focus.
- Must have a valid driver's license within the state of employment.

Required Skills and Abilities:

- Demonstrated exceptional project management skills.
- Proficient computer skills.
- Proficient in customer service.
- Excellent written and oral communication skills.

Physical and Schedule Requirements:

- Must be able to lift and carry up to 25 pounds.
- Prolonged periods sitting at a desk and working on a computer.
- Willingness to work a flexible schedule, including some evenings and weekends, occasional overnights as necessary, and ability to travel as job requires.
- Physically able to move through and between offices, program centers, campgrounds, and other off site