

Scope of Work

Position: Idaho STEM EcosySTEM Hub Coordinator

Organization: Idaho STEM Action Center

Interim Executive Director: Dr. Kaitlin Maguire

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Idaho EcosySTEM Program Lead: Erica Compton

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Contractor:

Telephone:

Email:

Schedule: Full Time

Start Date: TBD

Work Location(s): Virtual, office (if provided by regional partners)

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- I. **Position Description.** Under the guidance from the Regional Hub Board (Board), the Hub Coordinator (Coordinator) implements the strategic goals and objectives of the Hub and Idaho STEM EcosySTEM (EcosySTEM); works with the Board to fulfill the Board's governance function; reports directly to and regularly to Idaho STEM Action Center (STEM AC); gives direction and leadership toward the achievement of the Hub and Ecosystem's philosophy, mission, strategy, and annual goals and objectives. Coordinator will live in the geographic region represented by the Hub.
 - II. **Scope of Work.** STEM AC desires that the Coordinator perform, and the Coordinator agrees to perform, in addition to any other work as may be directed by the STEM AC, the following:
 - III. **Program Administration**
 - A. Maintains a working knowledge of significant developments and trends in the field of equitable STEM education and workforce development
 - B. Performs scope of work through the lens of equitable access to STEM education and workforce development

- C. Gathers information on regional programs and educational materials to share with Hub partners
 - 1. Creates, maintains and communicates a monthly schedule of relevant events, activities, and professional development opportunities to be reviewed and approved by the Board
 - 2. Creates and maintains a current database of Hub stakeholders
 - 3. Creates and maintains a current database of mentors, educators, facilitators, and others who would like to volunteer and share their expertise/knowledge with students and educators
 - 4. Be familiar with STEM education materials in the region, including materials in i-STEM libraries, and work with material owners/managers to promote the use of the materials
- D. Plans and coordinates Hub events and activities
- E. Facilitates regular communication and collaboration with the other Idaho EcosySTEM hubs
- F. Organizes regular meetings of the Board
- G. Organizes regional Hub convenings
- H. Collects relevant regional program data to evaluate efficacy and reports this data to STEM AC
- I. Supervises and evaluates Hub interns and volunteers (if applicable)
- J. Provides consistent, timely, and relevant information to STEM AC through regular communication via mail, email, phone contact, and/or regular monthly meetings
- K. Prepares annual report on the status and effectiveness of Hub work and activities

IV. Financial Management

- A. Maintains Hub budget and ensures adequate funds are available to implement the strategic plan
- B. Prepares financial Hub budget reports for STEM AC
- C. Operates within the approved Hub budget in collaboration with STEM AC and the Board
- D. Supports fundraising activities to support Hub initiatives and operations

V. Community/Public Relations and Outreach

- A. Ensures that there is regional awareness of the mission and core services of the Hub, EcosySTEM and STEM AC

- B. Identifies and promotes the mission and values of Hub, EcosySTEM, and STEM AC in public forums and presentations
- C. Networks with regional, state, and federal agencies in support of Hub, STEM Ecosystem, and STEM AC mission and objectives
- D. Recruits Hub partners (education/industry/organizations/individuals)
- E. Maintains a record of community and partner contacts and outreach efforts
- F. Works with partners, schools, out-of-school organizations, and businesses on new regional outreach opportunities
- G. Incorporates education and outreach objectives in the annual report
- H. Utilizes a variety of media platforms to raise awareness, publicize events, highlight successes, and disseminate information regarding the Hub

VI. Board and Administrative Support

- A. Provides advice and information to the Board
- B. Assists the Board, in collaboration with stakeholders, with the development and implementation of strategic planning efforts and annual work plans
- C. Provides consistent, timely, and relevant information to the Board through regular communication via mail, email, phone contact, and/or board meetings
- D. Provides guidance and information on mission and goals implementation to the Board