

Program Manager for Making Spaces Job Description — December 2017

Summary:

Maker Ed is seeking an organized leader with strong project management and communication skills to serve as Program Manager for its Making Spaces program.

Making Spaces: Expanding Maker Education Across the Nation is a partnership between Google, Maker Ed, and Children's Museum of Pittsburgh (CMP), which aims to develop a national strategy to sustainably integrate making into schools across the country. The program employs an innovative model where multiple participating schools partner with a nearby Regional Hub (such as a school district, library, museum, or community organization). These Hubs provide schools with support to help jumpstart and sustain maker education in classrooms through crowdfunding, professional development, and community engagement. Maker Ed also works directly with schools, as part of the this program, to provide remote training and support.

The Program Manager will lead and manage all aspects of the program. This includes the overall strategic vision for the program, in collaboration with Maker Ed's Director of Programs and Children's Museum of Pittsburgh partners, and alignment with Maker Ed's suite of programs, professional development offerings, and overall mission, vision, goals, and theory of change.

Responsibilities:

Essential Duties & Responsibilities:

- Develop and effectively manage program timelines to ensure timely completion of program deliverables
- Develop and disseminate programmatic materials and tools
- Manage relationships with partner institutions, new or existing, including outreach, recruitment, selection, and onboarding of hub sites
- Manage and coordinate programmatic and working group meetings
- Manage all administrative tasks related to the Making Spaces program
- Contribute to and coordinate program evaluation efforts
- Work with key staff team members to develop easily accessible, widely applicable, and highly adaptable professional development offerings, including direct-to-educator and train-the-trainer resources, for K-12 educators
- Manage all Program consultants, including videographers, web design, and any IT-related consultants as necessary
- Execute communications, outreach, and marketing plans to promote the various program components of the overall program and to recruit program partners

Responsibilities (continued):

- Manage program budget and program webpages
- Work with the Director of Programs and Director of Partnerships & Development to plan and implement a reporting strategy with all Making Spaces sites, analyze collected data, and contribute to the annual report
- Represent Maker Ed at major conferences in STEM or maker educator arenas
- Assist with curation and maintenance of Maker Ed's online Resource Library, especially the category of Professional Development

Other Duties & Responsibilities:

- Be results-oriented, an effective communicator within the organization, and optimize and facilitate collaboration
- Communicate with internal and external clients and stakeholders regularly and clearly to facilitate workflow, project planning and execution
- Communicate succinctly on Maker Ed interactive community building platforms: Facebook, Twitter, blog, and in all written and verbal communication
- Use the organization's relationship management (CRM) system

Qualifications:

Knowledge, Skills, & Abilities:

- Involvement in or familiarity with the Maker Movement, makerspaces, and/or crowdfunding
- Must have excellent written and verbal communication skills, and be able to accurately and professionally represent our organization
- Demonstrated ability to communicate effectively online, in-person and in front of large audiences of educators
- Ability to prioritize and multi-task with high level of attention to detail and accuracy
- Must have strong computer and analytical skills and be familiar with web applications and website editing
- Must be a quick learner and self-starter with strong organizational and time management skills
- Must be able to work well with others and be flexible and adaptable in a changing and sometimes high-pressure environment
- Dependable, reliable, and conscientious; sense of humor a plus

Education and/or Experience:

- Bachelor's degree and 2-4 years teaching or working in K-12 settings
- 3-4 years of project management experience required
- Demonstrated knowledge and experience with online professional development and the training of educators

Qualifications (continued):

- Experience coaching and supporting educators and administrators preferred
- Experience with crowdfunding campaigns desired
- Prior job experience in STEM/STEAM education and/or maker education preferred

Compensation:

Salary is competitive and commensurate with experience.

To Apply:

Join a team of hard-working and fun-loving people, all highly committed to Maker Ed's mission and work. To apply, please submit your resume and cover letter to Apply@MakerEd.org, with the subject line "Program Manager." The application deadline is January 12, 2018. Thank you for your interest!

Maker Education Initiative is a project of Tides Center and is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

About the Maker Education Initiative:

The Maker Education Initiative (Maker Ed) is a project of Tides Center and has as its mission to create more opportunities for all young people to develop confidence, creativity and interest in science, technology, engineering, math, art, and learning as a whole through making. They achieve their mission by ensuring that educators have the resources and support necessary to facilitate meaningful making experiences, organizations have the capacity to engage youth in making in formal and informal educational environments, and communities are equipped to lead and advocate for youth of all backgrounds to access making opportunities.