

Salinas Community Science Workshop

A fiscally sponsored project of Community Initiatives



Job Description

Assistant Program Facilitator

Salinas Community Science Workshop

Position Summary

The Assistant Program Facilitator will work closely with the Director, Co-Director and Teacher/Program Coordinator to operate programs of Salinas Community Science Workshop. The Assistant Program Facilitator will assist with one or more of the SCSW programs, and may carry out other administrative work of the organization as well as general upkeep and development of the Workshop facilities.

Reports To

SCSW Director

Responsibilities

The Assistant Program Facilitator will assist Teacher/Program Coordinator and Director to run programs, develop projects and work with students. They will oversee some SCSW part-time staff and volunteers.

Program facilitation – Assisting in the management and carrying out programs including class visits, after-school drop-in, mobile science workshop and family nights. Arranging project materials and supplies and planning project sequences. Driving to sites if necessary, including Workshop vehicles. Facilitating interns and volunteers. Equipping and maintaining the Workshop spaces including animals, plants and exhibits, mobile units.

Administration – Organizing and preparing supplies and materials for programs. Organizing inventory. Communicating with site coordinators. Reporting to and coordinating with Teacher/Program Coordinator and Director.

Development – Documenting projects and programs. Occasionally assisting with fundraising activities and publicity.

Kit and event preparation – Helping with planning, creating, distributing, and facilitating the use of hands-on science kits and science events.

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Qualifications

Candidate will have three primary skills:

- Working with tools and building things.
- Teaching and working with local kids.
- Organizing and maintaining a functioning workshop and set of exhibits.

Additional requirements are:

- Some experience and/or great appreciation and interest in science practice and/or study.
- Ability to work together with other staff toward a common goal, communicating and coordinating activities.
- Ability to work with a wide range of ages, kindergarten to adult, communicating well and facilitating diverse learning experiences.
- Ability to organize and prepare hundreds of parts and components toward a series of successful class projects, including storage systems, procurement and inventory.

Candidate must be highly organized and have excellent management and communication skills. They should have a resilient nature and be able to persevere through long-term or challenging projects and situations. They should be flexible and able to adapt quickly to any situation that arises.

Candidate will have a passion for community-based education and pedagogy, specifically related to communities that are underrepresented in STEM and with limited access to educational opportunities. They will understand the enormous benefits to learning in STEM areas both for careers and for whole-person development, especially as it pertains to low-income and underrepresented communities.

Candidate will have a commitment to social justice and a keen understanding of equity issues related to educational opportunities; a vital sense of curiosity and a passion for lifelong learning; and cultural humility in regards to learning from and responding to the children and communities served by the SCSW.

Candidate will have the ability to think creatively and strategically about the broad goals of SCSW, while remaining focused on the detail-oriented work and required follow-through. They will be able to work under pressure, prioritize multiple assignments, and consistently meet deadlines.

Additional desired qualifications

- Experience working with racially, linguistically, and ethnically diverse constituencies.
- Minimum 2 years of relevant work experience.

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- Relevant education including, but not limited to: science, social science, or education; credential in education or other field, or experience in either formal or informal education.
- Ability and willingness to travel as needed to other workshop sites and schools, and occasionally to partner with other Community Science Workshops.
- Spanish language proficiency.

Equal Employment Opportunity

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

Compensation

\$20 to \$28/hour. This is an unbenefited part-time position starting at 20 hours a week, with the possibility of moving to full-time with full benefits should funding and conditions permit. Many of the hours will be during after school time, around 2:30 to 6:00. Employer will be SCSW's fiscal sponsor, Community Initiatives.

Location

Primary location will be at El Sausal Middle School, 1155 E. Alisal St, Salinas. Additional sites will be served depending on contracts and collaboration.

Send CV and any inquiries to: toolsinyourhands@cswsalinas.org

Salinas Community Science Workshop

www.cswsalinas.org

instagram and twitter: [@cswsalinas](https://www.instagram.com/cswsalinas)

facebook: [salinascsww](https://www.facebook.com/salinascsww)

Global Alliance of Community Science Workshops

<https://www.communityscienceworkshops.org>

Community Initiatives

<https://communityinitiatives.org/>