

Event Coordinator



Location: Boston, MA

Start date: ASAP

About the organization

Mass STEM Hub, a new program being incubated by the One8 Foundation, is focused on scaling high-quality applied learning programs in Massachusetts. Our mission is to provide schools access to and support for premier STEM programs that engage students and prepare them for college and ultimately 21st century careers. Our first initiative is a statewide implementation for [Project Lead The Way](#), a nationally recognized STEM program. As a start-up, delivering on our first initiative will be critical to establishing Mass STEM Hub as the STEM resource for K-12 schools and a valued education partner for industry.

Why STEM & applied learning?

Currently, too few schools are preparing students for college and career and even fewer are sparking a genuine interest in learning and future work. Students are bored in science, technology and math classes that lack both rigor and relevance. Yet STEM jobs are growing at twice the rate of those in non-STEM fields. This issue is urgent as American students ranked 31st among the 35 OECD member nations in math competency and 19th in science. Just one in six high school seniors who graduate are proficient in math *and* interested in STEM. Applied learning is an engaging and rigorous approach where teachers facilitate student mastery of 21st century skills like critical thinking, collaboration, perseverance, and digital literacy. Students use content to solve real world problems. Research shows that active or applied learning rather than traditional lecturing is particularly important for both academic performance and ongoing interest.

Why Project Lead The Way?

Project Lead The Way (PLTW) is a top quality program with an extensive research base that has shown its ability to improve students' interest and aptitude in STEM. It pairs the rigor and engagement needed to have a real impact for students. Mass STEM Hub's first initiative is to help expand PLTW in Massachusetts and maximize its impact. While PLTW on its own is a powerful program, Mass STEM Hub is seeking to support outsized results for the students by creating a rich ecosystem of students, teachers, leaders, industry partners, and the higher education community. By adding advanced training and peer learning networks for teachers, events and competitions for students, and authentic industry experiences for both students and teachers, Mass STEM Hub can expand the powerful PLTW programming beyond the four walls of the classroom.

The Role

Mass STEM Hub's Event Coordinator role is an impactful opportunity for a detail-oriented, mission-driven doer to help our organization plan and execute high-quality events for students and teachers. The Event Coordinator will work with the full Mass STEM Hub team to conceptualize events and then take the lead on executing the vision. The Event Coordinator will coordinate 8-10 student events, 2-3 teacher events, and 6-8 school tours during the 2017-18 academic year with plans for expansion in future years. In addition, the Event Coordinator will support Worcester Polytechnic Institute (WPI) in planning the annual PLTW conference (~300+ attendees) and the 8-week summer training. Events are a critical piece of our statewide PLTW initiative – connecting students and teachers to their peers as well as industry professionals across the state is what helps to enrich PLTW coursework and elevate schools' programming. Mass STEM Hub seeks to create first-class events for students, teachers, and the industry professionals who volunteer. The Event Coordinator is an important early hire for Mass STEM Hub that will help shape our events and programming.

Responsibilities

Leads Mass STEM Hub's event planning, design, and production to deliver high-quality, memorable events for students, teachers, and industry volunteers

- Coordinates with Mass STEM Hub team and school partners to identify event needs
- Organizes facilities and manages event details (e.g., catering, location, invitee list, equipment, promotional material)
- Utilizes deep expertise in event planning to propose ideas to improve event quality
- Ensures event materials are ordered and any additional materials are prepared

Develops and maintains purposeful structures to manage for Mass STEM Hub events

- Ensures compliance with insurance, legal, health and safety obligations
- Conducts pre- and post – event evaluations and reports on outcomes
- Tracks spending to ensure events are delivered on budget and enables financial reporting
- Owns *News & Events* page on the Mass STEM Hub website to communicate event information to all attendees
- Develops system to track attendees for each event

Manages vendors and works closely with event hosts to maintain positive relationships to foster on-going partnership

- Manages vendor contracts, serving as Mass STEM Hub’s point of contact (e.g., space, catering)
- Develops ongoing relationships with key vendors to maximize efficiency
- Assists with negotiations for space contracts and booking event space
- Coordinates with event hosts to ensure space is appropriate for programming

Works closely with Program Analyst to effectively communicate with school and industry partners

- Establishes target schools for each event
- Manages production of event invitations and materials through Constant Contact
- Articulates role of industry professional and communicates specifics to volunteers
- Follows up with attendees to extend thank you and seek feedback/additional engagement

Oversees day-of logistics and set-up for successful events for invited guests, volunteers, and hosts

- Proactively handles any issues and troubleshoots any emerging problems on the event day
- Assists with managing on-site production and clean up for events, as necessary
- Collaborates with Mass STEM Hub team to fill roles and duties as assigned for events
- Interacts with guests and volunteers to provide high-quality customer service and event experience

Helps drive Mass STEM Hub’s growth. Completes special projects either to build out the organization’s knowledge and/or address critical strategic needs of the startup

Qualifications

- Believes that education is a primary means to dramatically improve the life outcomes of children and that all children can achieve at high levels independent of their circumstances
- Is passionate about Mass STEM Hub’s mission and is committed to helping us grow
- Able to operate in a start-up environment including building systems from scratch
- Takes initiative and solves problems
- Remains poised, persistent, and solutions-oriented in the face of unexpected challenges
- Detail-oriented and deadline driven, with a strong sense of organization; always aims for excellence
- Comfortable multi-tasking and working in a fast-paced environment
- Effectively communicates, in person and on paper, in a straightforward and personable manner
- Builds strong relationships and networks effectively
- Constantly reflects, relishes feedback, and seeks opportunities to improve
- Brings humor and positivity to the organization
- Proficient in Excel, PowerPoint, Constant Contact; social media & website design preferred
- Has 3-5 years of professional experience in event planning
- Past experience managing multiple vendor relationships to execute projects
- Holds a Bachelor’s degree

Application Process

Mass STEM Hub is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. All inquiries, nominations and applications are to be directed to careers@mass-stemhub.org. Applications should include a letter of interest and resume.

Salary is commensurate with experience; competitive benefits package offered.