



## Job Description

### S.T.E.A.M. Program Coordinator

**Job Title:** S.T.E.A.M. Program Coordinator  
**Reports to:** Education and Career Director  
**Location:** Central Los Angeles  
**FLSA Status:** Full-Time: \$20.00/hr  
**Expected Start:** May 24, 2021

**SUMMARY:** Reporting to the Education and Career Director, the S.T.E.A.M. Program Coordinator oversees Bresee's Best Buy Teen Tech Center, a place where teens can develop critical skills through hands-on activities and explore their interests through project-based learning. Teen Tech Centers work to bridge the digital divide by giving young people access to tech education and mentor guidance while building the confidence they will need to be successful in school and in their future careers.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Program Design & Implementation

- Oversee and support the implementation of project based S.T.E.A.M. workshops in the Teen Tech Center.
- Collaborate with Workforce Development Coordinator to cultivate relationships with National Partners.
- Schedule workshops in the Teen Tech Center, quarterly.
- Enroll S.T.E.A.M. focused interns into workshops to support hard skills training.
- Guide members to develop projects.
- Provide leadership, vision, oversight and accountability for program participants
- Set clear goals and priorities, developing structure and systems to ensure efficiency and quality of service delivery.
- Develop a culture of learning and continuous program improvement.
- Support youth in planning for the future, including pursuing academic and job opportunities that leverage their Teen Tech Center skills and experience.
- Document and evaluate program impact on youth participants.

#### Other Duties

- Maintain accurate records of Bresee client database and provide documentation and/or prepare periodic program reports as required.
- Drive Bresee vehicles as needed for program activities or other Bresee events.
- Participate in team, organization, occasional board and other collaborative partner/community meetings as requested.
- Participate in the The Clubhouse Network, attending Network meetings, sharing ideas and issues, and supporting collaborative projects across sites.
- Build relationships with local high school staff and identify champions to support recruitment efforts for the Teen Tech Center.
- Provide basic computer maintenance, including file management, trouble-shooting, and technical support to Teen Tech Center youth and mentor.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required. A qualified applicant must:

- Hold a minimum of a Bachelor's degree from an accredited college or university.
- Have excellent English communication skills, including reading, writing and speaking.
- Bilingual fluency in Spanish strongly preferred, including proficiency in reading, writing and speaking.
- Experience in STEAM that may include but is not limited to film, photography, math, science, and/or technology.
- Be willing and able to submit to a personal DMV record check and random DOT drug/alcohol testing on an ongoing basis.
- Demonstrate competency with Apple and Microsoft operating systems; Microsoft Office applications including Word, Excel, PowerPoint; Google applications, and database systems.
- Have at least 2 years of experience working directly with disadvantaged youth and families.
- Be sensitive to multicultural issues, and comfortable working in an urban environment.
- Able to set priorities and organize daily workload to meet deadlines, attain desired program outcomes, and comply with reporting requirements.
- Have excellent time management and personal organization skills.
- Be a team player, and be willing to support team members' work as well as Bresee's organization-wide work.
- Be self-starting and able to complete tasks without direct supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients and when managing sensitive information.
- Able to clearly articulate program-specific information as well as general information on Bresee's mission and services.
- Support Bresee's procedures and policies, as well as program-specific expectations.
- Submit to and successfully pass a criminal history background check.
- Understand and support Bresee's mission, vision and values.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required. May be required to drive for student field trips.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent. In office 95%, out of office 5%.

**HOURS AND BENEFITS:** This is a full-time, non-exempt position, 40 hours per week, with occasional weekend and evening hours required. Benefits include medical and dental insurance, paid vacation and sick leave, generous PTO days, and 401k-type pension plan.

**TO APPLY:** Submit cover letter and resume to [jobs@bresee.org](mailto:jobs@bresee.org) by April 18, 2021 with the Subject Line: S.T.E.A.M. Program Coordinator job opening.

*Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*