

Finger Lakes Workforce Investment Board, Inc. FAME Math and Science Partnership Coordinator

Job Duties

The Coordinator will coordinate with 6 area school districts to implement activities outlined in their grant funded Math /Science Partnership Grants including:

- ✓ Working with districts and advanced manufacturers to coordinate industry tours for educators and students to provide them opportunities to gain up to date industry applied content knowledge and to allow teachers to work with people in STEM related careers
- ✓ Arrange for the employers to visit classrooms to discuss STEM Careers
- ✓ Provide opportunities to work with people working in STEM Careers to gain information on Project Based Learning opportunities that can be implemented by teachers with students
- ✓ Arrange for employers to work with educators on Math and Science curriculum
- ✓ Coordinate the work of the District Coordinators to share best practices
- ✓ Create a menu of activities available to the districts and coordinate participation
- ✓ Work with districts to identify and develop other activities directly related to the grant
- ✓ Participate on each district's Math and Science Partnership as available

Qualifications

- ✓ Bachelor's degree preferred and three years experience as noted below or Associates Degree with five years experience acceptable AND at least two year experience in the Advanced Manufacturing field if the degree is not related
- ✓ Degree and experience in related field including advanced manufacturing related, education, economic development or business management
- ✓ Experience in an educational setting is preferred but not required
- ✓ Vehicle and clean driver's license
- ✓ Demonstrated ability to manage competing priorities;

Preferred skills and abilities

- ✓ Familiarity with the Finger Lakes region and respective school districts
- ✓ Knowledge of the Advanced Manufacturing Industry
- ✓ Problem solving, including making evaluations and reaching conclusions based on information presented and additional research
- ✓ Self starter and able to work independently

- ✓ Ability to work cooperatively with all partner staff, including all school districts
- ✓ Ability to develop positive relationships and work successfully with diverse customer- base;
- ✓ Knowledge and understanding of grant requirements
- ✓ Knowledge of computer applications including database systems;
- ✓ Excellent communication skills;
- ✓ Excellent organizational skills;
- ✓ Accurate and attentive to detail;
- ✓ Knowledge of data base management
- ✓ Excellent computer skills, including ability to use Microsoft Office and Internet

Other:

- ✓ Candidates must have valid driver's license and reliable transportation and be willing to drive within the Finger Lakes region
- ✓ Must be willing to work a flexible schedule
- ✓ Position is 20-25 hours per week
- ✓ Hourly wage based on experience and qualifications

This position is grant funded for the period September 1, 2018 to August 31, 2019.

Submit resume, cover letter and list of references by e-mail or U.S. Mail

Karen A. Springmeier, Executive Director
41 Lewis St. Suite 104
Geneva, New York 14456
e-mail kspringmeier@fingerlakesworks.com
Telephone 315 789-3131 Ext. 102