The American Association for the Advancement of Science seeks a STEM Program Director to conceptualize, develop, write, and manage grants for major STEM education initiatives related to recruitment, retention, and advancement of racial/ethnic minorities, women, and persons with disabilities in STEM education and careers. Projects include a career and workforce skills development conference with 1,000 participants from 300 institutions for STEM undergraduate and graduate students and faculty and staff. This position serves as liaison to funders, advisory group, and related AAAS offices.

Major responsibilities and duties:

- Develop and refine conference materials and processes, including format, agenda, registration, exhibitor materials, related website content, program book, and internal evaluation
- Develop and write monthly STEM career newsletter highlighting research at minority-serving institutions and STEM workforce skills development
- Manage two full time employees and oversee four contractors and the work of vendors who handle conference logistics and online tools development, such as webinars and a student video competition
- Manage student oral and poster presentation competition for undergraduate and graduate students, developing and refining guidelines, review criteria, and awards process
- Identify, recruit, and work with STEM professionals who will review student abstracts and oral and poster presentations, including assigning reviewers and working with technical providers who manage an online scoring system
- Identify and recruit speakers, workshop leaders, exhibitors, and sponsors, with input from team, funders and advisors; including developing sponsor-related materials
- Conceptualize, develop, and raise funds for new STEM education projects related to recruitment, retention, and advancement of racial/ethnic minorities, women, and persons with disabilities in the STEM education and careers with team and other AAAS offices

Minimum Qualifications:

- Extensive university or college-level training leading to a PhD in STEM or relevant field
- Demonstrated experience in developing and implementing STEM career development education programs at the college, university, and professional level
- Demonstrated experience writing, receiving, and managing grants, and budgets
- Demonstrated ability with managing an interdisciplinary team and working with external consultants
- Strong interpersonal skills, writing, and communication skills
- Ability to develop internal evaluation for projects
- Ability to write grant and policy reports and papers for peer-reviewed journal and presentation at conferences and meetings

Preferred:
• Understanding of the STEM careers development and workforce competencies
• Strong computer skills, including databases and uploading online content to website
• Familiarity with all STEM disciplines
• Demonstrated experience working with leading science and education organizations and STEM education experts, nationally and internationally

Applications can be submitted online at www.aaas.org/page/employment-aaas

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