

Job Announcement
Project Coordinator Needed for Colorado Springs-based
Science Education Non-profit

General Description

BSCS Science Learning is currently seeking a full-time Project Coordinator.

BSCS is an independent nonprofit dedicated to transforming science education through research-driven innovation. Founded in 1958, BSCS has brought the experience of inquiry learning to millions of students and teachers across the US and around the world. Today, BSCS conducts research on how to improve science teaching and learning, creates instructional materials, provides professional learning programs for teachers, and spearheads leadership development programs for schools and districts. Underlying all this work is our commitment to providing all young people with equitable, inclusive, and just science learning opportunities.

Project Coordinators are integral members of the team, and directly contribute to the BSCS mission through a range of administrative, logistical, and communications support. Their primary responsibilities fall into three major categories: Project or Division Work, Organization Responsibilities, and Proposal Development. Specific duties include coordinating schedules, organizing events and meetings, ordering and preparing materials, collecting and assimilating information, monitoring timelines, preparing reports, and interacting with external partners and agencies.

A successful applicant will have the following characteristics: self-starter, confident problem solver and critical thinker, ability to work independently and collaboratively, highly professional, detail-oriented and organized, clear and effective communicator. The ideal candidate will share BSCS's passion for transforming science education and will be willing to champion a range of responsibilities to help the organization fulfill its mission.

The Project Coordinator position operates under minimal supervision and reports to a manager-level member of the team. Successful candidates will likely have five years of experience in administrative or project support positions. However, quality of experience will rate more highly than the quantity of years worked.

Responsibilities and specific duties include but are not limited to

- Collecting, and assimilating information, monitoring timelines, preparing reports, and interacting with external partners and agencies.
- Developing and maintaining project timelines for tasks supporting project work
- Liaison between education staff and purchasing staff for negotiation of materials and timelines
- Coordinate with external project partners, vendors, teachers, and education leaders
- Coordinate with project leads on overall goals, timelines, and action items
- Participate in project team meetings
- Coordinating and managing multiple projects and/or events effectively
- Meetings/Events
 - coordinating schedules
 - organize internal and external meetings/events between project teams and partners, including teachers, university faculty, and researchers
 - spearhead logistics related to agenda development, travel and meeting arrangements, and binder/handout preparation

- Communications
 - Serve as internal liaison within project teams and across organization divisions
 - coordinate via email and phone directly with external project partners, vendors, teachers, education leaders, and others as needed
 - Maintaining communication with various departments
- Data Management
 - record and monitor project deadlines
 - maintain databases
 - track expenses/budgets
 - keep accurate, complete, and well-organized records to assist in the development of reports
 - maintain inventory of project research data (video files, written tests, questionnaires, and so forth)
- Office/Project Materials
 - prepare binders, handouts, and hands-on materials
 - work with logistics staff to purchase, pack, and mail materials

Knowledge and Skills

The Project Coordinator must have relevant, appropriate experience for the position. The ideal candidate will have experience in the following areas:

- Communication skills both written and verbal
- Detail oriented
- Software and app based
 - Preparing spreadsheets in Excel that incorporate the use of functionality to streamline data collection, analysis, and reporting
 - Using advanced features in Word, including track changes, style sheets, and merge documents
 - Working efficiently with a variety of software, including the Microsoft Office Suite, Google Docs, and other productivity enhancing tools
- Copyediting skills a plus

BSCS Commitment to Social and Environmental Justice

BSCS is committed to advancing science learning that is inclusive, meaningful, and advances the work of social and environmental justice. To learn more, visit <https://bscs.org/our-work/equity-social-justice/>

BSCS Science Learning is committed to the recruitment of a diverse staff so that we can bring the broadest possible range of perspectives to our mission of improving science teaching and learning for a diverse audience. We are an equal opportunity employer. All applicants will receive consideration for employment without regard to age, race, sex, color, religion, national origin, disability (physical and/or mental), sexual orientation, gender identity or expression, veteran status, military obligations, marital status, pregnancy, genetic information, or any status protected by federal, state, or local law.

Additional Information

The starting pay range for this position is \$16.83 - \$19.24 per hour, depending on experience and qualifications.

BSCS as a Workplace

BSCS offers competitive compensation and a generous package of benefits, as well as a flexible and inclusive work environment, with a strong commitment to the professional growth of all staff. Our benefits for full-time staff include 30 days a year of paid time off, medical, dental, life and long-term disability insurance, and a generous retirement plan.

As a nonprofit research and development organization, BSCS's work is funded through a combination of government and foundation grants, service contracts from school districts and other education-focused institutions, licensing revenue, and charitable donations.

BSCS's offices are in Colorado Springs, ranked #4 in *US News & World Report's* 2020 Best Places to Live. Located along the Front Range of the Rockies one hour south of Denver, Colorado Springs is known for a mild climate, a vibrant arts community, and year-round outdoor recreation.

For additional information about BSCS and our work, prospective applicants are encouraged to review the BSCS web site (www.bscs.org).

To Apply:

Applicants should send a letter of interest and a detailed résumé to careers@bscs.org. Please put "Project Coordinator" in the subject line. We will request a writing sample as part of the interview process.

We will begin reviewing complete applications on May 20, 2022 and will continue accepting applications until the position is filled.