

# ATLANTA SCIENCE FESTIVAL

191 Peachtree Street NE, Suite 3400  
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[AtlantaScienceFestival.org](http://AtlantaScienceFestival.org)

## **JOB DESCRIPTION - PROGRAM DIRECTOR, GEORGIA CHIEF SCIENCE OFFICERS**

Georgia Chief Science Officers (CSO) is a STEM leadership development program for middle and high school students across the state, enhancing students' leadership, communication, and advocacy skills. Students are elected to become their school's CSOs and are empowered to lead STEM/STEAM initiatives at their schools and in their communities. CSOs meet with legislators, school board members, and policymakers to lend their voices to conversations about STEM education and workforce development in our state. CSOs build relationships with STEM industry mentors and connect with companies and careers in their region.

The Georgia CSO Program Director will manage program and event logistics, lead student support efforts, cultivate leadership skills and opportunities for students, and coordinate engagement with partners. This is a half-time position (20 hrs per week) including after school and evening hours, a 3-day Summer Institute, and three all-day cabinet meetings on weekdays during the academic year. Local travel to school sites and occasional national/international travel for professional development and leadership retreats are expected.

### **Job Responsibilities:**

- Continue to develop and improve the Georgia CSO program, offering learning experiences, skill-building exercises, and leadership opportunities for students.
- Engage partners, STEM mentors, and schools to work together in support of student success.
- Plan and lead the Summer Institute and three Cabinet Meetings, with curriculum adapted from the International CSO office.
- Facilitate online CSO community via Google Classroom, including regular topical discussions, blog-writing assignments, Action Plan feedback and reflection, etc.
- Identify and facilitate community-based leadership opportunities for students on panels, conferences, meetings where the youth voice is needed.
- Conduct site visits to schools to support student success in Action Plan implementation
- Keep Georgia CSO community informed about relevant program updates, news, and opportunities by creating content for e-newsletters.
- Report activities and discuss successes/challenges to Steering Committee in monthly calls.
- Participate in weekly check-in calls/meetings with Jordan Rose (Atlanta Science Festival) to share project updates and strategize future work plans.
- Document action plan topics, measures of impact, and stories of student success for reports, publications, and/or press releases, as needed.

### **Qualifications:**

- Bachelor's Degree in STEM, education, or a related field plus four years of program management experience
- Experience in facilitating youth leadership, coordinating events, planning programs, and communicating with a variety of audiences (students, teachers, administrators, community partners)

- Actively demonstrates importance of professional growth in their work and the work of others, in particular with regard to audiences traditionally underrepresented within STEM
- Experience developing desired learning outcomes and programming designed for youth in an out of school setting
- Excellent written and verbal communication skills
- Ability to work both independently and in a team
- Familiarity with Airtable, Remind, Google Suite, and Google Classroom is a plus

**Salary:** \$25,000 - \$27,500 with potential for health benefits

**Closing Date:** August 1, 2019 or until the position is filled.

**To apply:** Send cover letter and resume to [info@atlantasciencefestival.org](mailto:info@atlantasciencefestival.org).

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