

SCHENECTADY STEM ALLIANCE

PROJECT COORDINATOR

About The Schenectady STEM Alliance

The Schenectady STEM Alliance is a collaboration intended to drive a community movement guiding hundreds of Schenectady youths onto a pathway to a productive future through engagement in science, technology, engineering and math (STEM). The Schenectady STEM Alliance will identify and promote best practices and evidence-based programs in STEM, improve access for under-resourced students, and create a strong and meaningful STEM movement in the community. Membership in the Alliance includes individuals, businesses, educators, government and non-profit organizations.

Our Vision for the Schenectady STEM Alliance

- The Schenectady STEM Alliance brings together all the various STEM resources in the community in order to create a more strategically aligned, cohesive approach to achieving the community vision and improving STEM outcomes – with a particular focus on benefiting under-resourced students.

The Collaboration seeks to:

- Develop and provide opportunities for the youth of Schenectady and their families that can lead to awareness, direct exposure to and continuous increased interest in STEM education and careers;
- Increase member awareness of local STEM initiatives for our Schenectady youth that can lead to the identification of opportunities for productive collaboration;
- Share resources to leverage collective impact beyond the scope of any one particular member;
- Identify research and evidence-based practices to inform individual and collective work;
- Test promising and innovative program concepts;
- Measure the impact of our individual and collective work.

Position Description: Project Coordinator

We are looking for a responsible, enthusiastic and self-starting Project Coordinator who will run, administer and organize all project activities in cooperation with the Schenectady STEM Alliance, under the direction of the Executive Director of The Schenectady Foundation. The Project Coordinator is responsible for facilitating the meetings of the Schenectady STEM Alliance, supporting Alliance members, and advancing day-to-day projects and programs. Projects are expected to be completed accurately, on-time, and with excellent execution.

Type of Position: Part-time, non-exempt (approximately 8 - 10 hours per week)

Compensation: Contractual/Negotiable

Responsibilities:

- Coordinate Alliance activities, resources and information
- Liaise with clients (Alliance members or stakeholders) to identify and define project requirements, scope and objectives
- Make certain that member needs are met as the project evolves
- Help prepare project proposals, timeframes, schedule and budget
- Monitor and track the progress of defined projects, and handle any issues that arise
- Act as the point of contact and communicate project status adequately to all stakeholders
- Report and escalate to management as needed – usually, once per week
- Create and maintain comprehensive project documentation, plans and reports

Requirements

- Previous experience in managing projects or leading and facilitating work groups
- Excellent client-facing and internal communication skills
- Strong written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office and project management tools
- BS/BA; helpful if in a field related to STEM