

STEM Program Coordinator – Digital Media

Classification: Non-exempt – Fellow
Supervisor: Director, STEM Council

Purpose of Position in Skillpoint Alliance

Under the supervision of the [STEM Council](#) Director, the Digital Media Program Coordinator will plan, promote and execute science, technology, engineering, and math (STEM) programs and initiatives, with an emphasis on game design and mobile application development.

Position Description

The STEM Program Coordinator – Digital Media, assists the STEM Council Director as well as other Youth College & Career (YCC) programs to ensure the delivery of STEM Council-led science, technology, engineering and math (STEM) preparatory programs for youth in Central Texas. This includes all aspects of program planning and promotion including communications, social media design, website management, ongoing program outreach, and event coordination and execution.

Responsibilities:

❖ **Program Coordination**

- Produce game design and mobile app development programs for K-12 students and educators;
- Research emerging digital media education initiatives and public-private partnerships;
- Recruit and coordinate volunteers for public events;
- Secure digital media exhibitors to participate at the annual College & Career Expo;
- Assist STEM Council Director with fundraising associated with digital media programs;
- Create and use survey tools for program evaluation and financial administration.
- Assist with production of summer [Velocity Preps](#), which engage groups of 20 high school students in 160 hours of project-based professional work with a STEM industry "client"

❖ **Marketing and Communications**

- Serve as key point of contact for digital media industry and education partners;
- Assist STEM Council Director in quarterly program updates at STEM Council Meetings;
- Keep educators and students informed about STEM Career Awareness activities;
- Work with Marketing Director to maintain website, update calendars and secure media coverage;
- Attend community meetings with organizations including the International Game Developer's Association – Austin Chapter, Game On Texas, and the Austin Community College Video Game Seminar Series in order to facilitate growth and communication within the Central Texas digital media community.

Location/Hours/Schedule

- Skillpoint Alliance Offices: 201 E 2nd Street, Suite B, Austin Texas 78701
- Full-time: Non-Exempt; 40 hours per week
- Occasional off-site evening or weekend event work will be required

Physical Demands

- ◆ Work is both sedentary and mobile (minimally), indoors mostly.
- ◆ In-town travel (mileage compensated) and OCCASIONAL out of town travel

Required Skills

- Excellent verbal, written and visual communication skills, including public speaking, meeting facilitation, e-communications, website maintenance, and grant writing;
- Strong interpersonal and leadership skills, including the ability to motivate others, work with a variety of personalities, and encourage teamwork; and
- Ability to independently and as part of a team while managing complex collaborations and projects on time and on budget;
- Proficient in Microsoft Office Suite
- Interest in youth/education, nonprofits and/or economic development issues
- Demonstrated recognition and respect for diversity of culture and background

Required Education / Experience

- Bachelor of Arts/Science or four-year degree
- Some education or experience in program coordination, community outreach or public relations

Preferred Experience

- Familiarity with current trends, needs, and tools in the Central Texas digital media industry;
- Experience in hosting project-based learning programs for K-12 students; and
- Experience in identifying and preparing successful grant applications
- Experience with HTML, Wordpress, Adobe Creative Suite and basic web design
- Experience with programming in Flash, HTML5, Unity, Scratch or similar language
- Experience in developing a mobile app
- Interest in science, technology, engineering or math (STEM) fields

Compensation

- Annual Salary: \$27,000 - \$32,000
- Full benefits including medical insurance, dental, vision, Flexible Spending Account (FSA) and 401K plan with matching contribution
- Paid vacation and sick leave

To Apply

- Submit cover letter, short writing sample and resume to Mr. Lonny Stern at lstern@skillpointalliance.org. No phone calls please.
- Position closes: Friday, March 30, 2012.