



Champions for Quality Public Education

**Pennsylvania Statewide STEM Ecosystem
Part-Time Project Manager
September 2022**

The Philadelphia Education Fund

The mission of the [Philadelphia Education Fund](#) (PEF) is to drive exceptional outcomes for all students by developing great teachers and building paths to college and career success. PEF expands educational opportunities available to local youth, to ensure a Philadelphia where all people have the skills, knowledge, and resources they need to succeed in college and careers.

The McKinney Center for STEM Education

The vision of PEF's McKinney Center for STEM Education is that "All students will graduate from high school with strong STEM knowledge and skills, enabling them to succeed in college, career, and a 21st century society." Its four areas of work include designing, implementing, and evaluating professional development; creating and piloting STEM curricula; identifying STEM professionals to serve as career coaches for urban students; and serving as the backbone organization for the Philadelphia STEM Ecosystem, the Philadelphia STEM Equity Collective, and the Pennsylvania Statewide STEM Ecosystem.

Pennsylvania Statewide STEM Ecosystem (PSSE)

Established in the spring of 2020, and in partnership with the Pennsylvania Department of Education, the Pennsylvania Statewide STEM Ecosystem is a collection of STEM Ecosystems and STEM networks across Pennsylvania. PSSE focuses primarily on creating professional networks and a stable community of practice. Its overarching goal is "to ensure that all Pennsylvanians have access to quality STEM education and career pathways, so that they may become tomorrow's leaders, influencers, and problem-solvers."

In the fall of 2020, PSSE merged with the *Pennsylvania STEM Coalition* - a statewide, cross-sector network made up of close to 1,000 stakeholders. Its current mission is "through purposeful cooperation and collaboration, PSSE facilitates stakeholder convenings, amplifies STEM resources, drafts policy recommendations, and stewards a community of practice to advance equitable access and inclusion in STEM education and workforce development."

Position Summary

The Philadelphia Education Fund seeks a part-time **PSSE Project Manager**. PEF and its statewide partners recently received a 2-year PAsmart grant from the Pennsylvania Department of Education to implement "*PSSE: Harnessing the Power of Pennsylvania STEM Ecosystems*." This initiative will allow PSSE to develop a formal infrastructure, engage diverse stakeholders, and enhance its services to its stakeholders. Specifically, the project will help PSSE increase its number of meetings and statewide deliverables; develop its branding and marketing; ensure that all voices are heard; and continue to influence Pennsylvania STEM education policy.

Primary Roles and Responsibilities

The PSSE Project Manager will work an average of 3 days/week and:

- Be responsible for the overall project administration.
- Oversee the partners and consultants involved in this project.
- Schedule all internal and external activities including Leadership Team meetings, PA STEM webinars, an annual statewide conference, and similar events.
- Manage all internal and external communication including email announcements, online newsletters, and a dedicated website.
- Create and populate the PSSE website and online STEM Toolkits and Directories, and oversee social media.
- Manage the project budget and related invoices, billing, contracts, and other financial matters.
- Work primarily remotely, with some required in-person meetings and events.
- Salary is \$42,000 for 12 months (benefits not included).



Qualifications

Education and Experience - Required

- Five or more years of experience with project and budget management, stakeholder communications, coalition building, and event planning.
- Experience in relationship and community building; and strong communication skills.
- Strong background with online tools, including creating and managing social media.
- Experience interfacing and communicating with a diverse audience in terms of race, age, gender, geography, socio-economic status, and similar factors.

Education and Experience - Preferred

- Bachelor's Degree, Associates Degree, or related Certificate
- Familiarity with STEM education and STEM programs.

Essential Skills and Attributes

- Strong time-management and organizational skills, and ability to multitask.
- Excellent verbal and written communication skills.
- A commitment to providing excellent customer service.
- Outstanding interpersonal skills, and the ability to get along with a diverse network of people.
- The ability to work well independently as part of a team.
- Flexibility, and the ability to adapt to changing priorities and situations.
- Sound judgment, discretion, and decision-making skills.
- An unwavering commitment to inclusion and equity.

Application Process

Please email a one-page cover letter and a resume to Dr. Nancy Peter, Director of the McKinney Center for STEM Education. *No phone calls please.* npeter@philaedfund.org