Member Position / Title: Ecosystem Database Coordinator

Member Immediate Supervisor Todd Wackerman

Days / Hours of Service: M-R 10:30-7pm, F 9-5pm

Member Immediate Supervisor Title: Executive Director

Partner Organization Name: STEM Library Lab

Address: 3121 St Bernard Ave **City:** New Orleans, **LA**   **Zip Code:** 70119

Website: stemlibrarylab.org

Organization/Agency Mission and/or Goals:
Founded in 2016, STEM Library Lab is a nonprofit equipment lending library that fosters academic success by providing teachers and students with access to equipment and support for high-quality active learning. In 2020, 89 teachers borrowed 136 times from our Equipment Lending Co-op. This resulted in an estimated 435 new inquiry-based lessons, creating over 6,300 inquiry-based learning experiences, virtual demos, and other hands-on opportunities for students.

Serving with STEM Library Lab will give you an opportunity to be a part of a small, passionate team that values open communication, new ideas, and the ambitious pursuit of educational equity. Since this will be our 4th full year of operations, you will learn how to grow a nonprofit and have a direct impact on how we develop. Together, we can make sure every child has the opportunity to discover their passion for STEM and pursue a brighter future.

Program Mission and/or Goals:

The Alliance for STEM Teachers is a new program of STEM Library Lab, in collaboration with partner organizations including the Tulane Center for K-12 STEM. The Alliance has two primary goals:
  Goal 1: Develop an open-access physical location with services and resources to support teacher professional and personal development
  Goal 2: Create a synergetic regional ecosystem through partnerships with K-12 schools and STEM organizations
With these goals in mind, the Alliance will unify the various stakeholders in the STEM education ecosystem in service to local teachers.

Community Need:
Louisiana students lag behind the nation in STEM performance, yet the industries in Louisiana increasingly require STEM degrees and training. Over the next decade, STEM jobs in Louisiana will grow 10% and non-STEM jobs only 5%. Additionally, Louisiana STEM professionals earn an average of $31.28 per hour, nearly twice the median earnings for all other Louisiana jobs. There will be 1.2 million unfilled STEM jobs in the US this year, with an estimated 2.8 STEM jobs for every person seeking one in Louisiana.

This gap is particularly evident within minority and low-income student populations, and in the New Orleans Metro area minority and low-income students are over-represented in the public education system. Orleans Parish is 59% Black, but 83% of public school students are Black. Jefferson Parish is 52% White, yet 73% of public school students are non-white (41% Black).

Less than 20% of eighth graders in the state has a teacher who majored in math, and minority students are the most likely to have the least experienced teachers. In New Orleans, the majority of public school teachers have fewer than five years of teaching experience. Teachers with less experience need more training and support. Due to the likelihood that students will be behind on key benchmarks as a result of the pandemic, it is more important now than

ever to give math and science teachers the tools they need to help get their students back on track.

Member Position Summary:

In a typical day at STEM Library Lab, the Ecosystem Database Coordinator roles will fall into three categories, the predictable, the project based, and the unexpected. Predictable roles will entail approving new opportunities for the database and correspondence with partner organizations.. The next tasks are project oriented. These might be prepping for events hosted in the space that week, focusing on an aspect of partner outreach that needs attention in the database, or coordinating with the marketing team on how to improve outreach to new schools.

The final set of activities are the unexpected. At STEM Library Lab, afternoons are often wildcard. Because teachers visit after school between 4-7pm, this time can go smoothly, or can be subject to changes. The EDC may meet a group of teachers visiting for the first time who need an orientation, or may engage in an impromptu conversation with a visiting nonprofit representative. This position will include both office work at a computer, and field work out in the community.

Member Impact:

The EDC will launch a new program of STEM Library Lab, with the two long term goals to:
  - o Improve the capacity of local nonprofits to outreach their programming
  - o Improve utilization rate of local nonprofit programs, by local schools

At present we have identified over 90 potential stakeholder entities in the greater New Orleans STEM education ecosystem for the database. Opportunities hosted by the database will include push-in programs, extra-curricular offerings, professional developments, lesson sequence modules, classroom grants, field trips, guest speakers, volunteer support in classrooms, and internships. The EDC will reach out to these stakeholders, and identify new ones, in order to facilitate getting opportunities into the database. Their success will be measured by the quantity of partner organizations and opportunities enlisted, as well as by the utilization rate of these opportunities by local schools.

Essential Functions of Position:
1. Oversee Alliance Ecosystem Database
   a) Coordinating buildout of the database to reflect the needs of local teachers and the offerings of local stakeholder entities
   b) Monitoring usage frequency of member teachers to guide outreach for partners with low utilization rates.
   c) Working collaboratively with SLL team members and Alliance partners to ensure that teachers are aware of how to engage with the database and partner sites
2. Community Partner Outreach
   a) Leading on-site orientations and training new partners in how to access the available Alliance resources
   b) Visiting partner sites to sign up new members and assist them in uploading opportunities, as well as assure that current opportunities accurately reflect partner site activities
   c) Representing SLL at events and promotional activities and traveling with the Executive Director to engage new potential partners as needed.
   d) Support other SLL teammates in occasional fulfillment of additional duties

Required Knowledge, Skills, and Abilities
- Strong passion for STEM Library Lab's educational equity mission; SLL is an Equal Opportunity Employer and diverse candidates are encouraged to apply;
- Ability to work with diverse sets of educators and community stakeholders;
- Desire to work in a small, startup environment that will require self-motivation and flexibility;
- Strong oral/written communication and interpersonal skills, including ability to maintain effective and professional work relationships;
- Attention to detail is a must for this position. Strong management and organizational skills, in particular time management and multi-tasking;

Required Academic and Experience Qualifications:
- BS/BA is strongly preferred, 1+ years' experience in a school setting is preferred;
- Experience managing an online database
- Website design experience is preferred

Required Transportation Needs: Driver's license and clean driving record is required;