



## STEM Curriculum Specialist

**Title:** STEM Curriculum Specialist

**Reports to:** VP Programs & Quality

**Status:** Exempt

**Schedule:** Full-Time

**Location:** Flexible (preference California, Washington, Texas, DC Metro Area, Atlanta, Pennsylvania). This is a remote position.

### Organization Overview

Techbridge Girls (TBG) is an award-winning national nonprofit organization bringing science, technology, engineering, and math (STEM) education to all girls\* across the US. For over 20 years, TBG has reengineered the way STEM education is taught, centering our girls' brilliance and potential, with an emphasis on increasing STEM access, belonging, and persistence for BIPOC (Black, Indigenous, and people of color) youth from marginalized communities. We believe that without BIPOC girls' experiences, values, interests, voices, and brilliance, we will never experience the full possibilities of what STEM can do for our world, and we have set a goal to reach one million girls by 2030. TBG takes a holistic approach towards engaging girls emotionally and intellectually. By equipping educators with gender and culturally responsive practices, engaging families to support youths' persistence and introducing role models that inspire and encourage, girls leave the TBG program equipped to bring their brilliance and unique experiences to the STEM revolution. This approach continues to set TBG apart as a STEM equity leader. With an annual organizational budget of approximately \$4 million and roughly 21 employees, Techbridge Girls is poised for bold growth to increase its impact. For more information, please visit [www.techbridgegirls.org](http://www.techbridgegirls.org).

### Position Description

The STEM Curriculum Specialist is the go-to individual for the STEM components of the Techbridge Girls curriculum. The Specialist develops high quality, rigorous STEM curriculum and training for out of school time (OST) programs in alignment with organization goals, educator training needs, and industry trends. Duties include designing, prototyping, testing and writing lesson plans and curricula. The Specialist will work with the Programs and Quality team to develop and facilitate educator training content and create supporting resources as needed. Duties also include supporting evaluation and outcome measurement.

### Responsibilities include:

#### *Curriculum/Content Development*

- In partnership with the Senior Manager, Youth, Equity and Education, design high-quality, research-based, fun, girl-centered, gender and culturally responsive OST STEM curriculum for in-person and virtual environments.
- In partnership with the Programs and Quality team, design and implement curriculum and resources for educator training.
- Keep abreast of current field research, best practices, and industry trends that maintain Techbridge Girls' cutting-edge STEM curriculum and program strategy.



- Collect and analyze youth and educator data and feedback in partnership with the Programs and Quality team to update content in response to participant needs and outcomes.

#### *Project Management*

- Develop detailed project plans and monitor, track and report the progress of curriculum development.
- Prepare materials to inform the internal team about curriculum content, goals, objectives, and learning outcomes.
- Prepare and submit information to support fundraising efforts (e.g., grant reporting) in a timely manner.
- Assist the Programs & Quality team with data collection and evaluation as needed.

#### *Ambassador*

- Represent Techbridge Girls' mission and program model in various forums (e.g., conferences, webinars, articles, etc.)
- Support youth and educator advisory councils as needed

#### **Qualifications include:**

The STEM Curriculum Specialist will be committed to Techbridge Girls' strategy, mission, and vision. All candidates should bring at least five years of experience (or relevant advanced degree in education, curriculum, or instruction) with curriculum development and STEM education. They should also have a strong understanding of social and emotional learning, equity, and social justice frameworks to support girls' persistence in STEM education. The ideal candidate will have:

- Experience developing curriculum for elementary and/or middle school youth
- Experience working with elementary and/or middle school youth, Title 1 schools preferred
- Strong knowledge of core content standards (e.g., NGSS, Career-Readiness) and research based instructional and assessment strategies
- Capable of managing many complex tasks with competing priorities.
- Strong project management and follow-through skills
- Excellent writing and proofreading skills
- Attention to detail and high personal standards for work
- A deep understanding of the "Twin Truths" around our youth's brilliance and the racialized trauma and gendered inequities they face.
- A strong practice of self-reflection and examination of own biases and privilege
- A commitment to interrupting inequity on a personal and professional level.

#### **Our Team**

We dream big, and we work hard. Our work is challenging and fast-paced. You will join a collaborative team of leaders who value equity and inclusion as the foundation of advancing our urgent mission. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other, our partners, and all our program participants.



Appreciation matters here and comes to life in how we celebrate each other's milestones (birthdays, work anniversaries, individual appreciation days), as well as team wins. We also express appreciation to each other in how we give and receive feedback and how we set goals.

We continuously look for new ways to maintain a culture where our people's talents are nourished and can shine. We offer paid vacation, health, and dental benefits, life insurance, professional development opportunities, and the ability to join a 403(b) retirement plan with an employer contribution and more.

Techbridge Girls is a social justice organization committed to creating a fair and equitable society for all girls to thrive and succeed in STEM no matter their background, race, ethnicity, socio-economic status, gender identity, and/or orientation. As a Black woman-led organization comprised of over 70% people of color, we are committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their authentic brilliance to move the Techbridge Girls mission forward. We are an equal opportunity employer, committed to addressing issues of racism and inequity internally and externally.

**Please compose a cover letter that describes your commitment to the mission of Techbridge Girls and how your experience fits the qualifications of the position. Email your cover letter, including compensation requirements, and resume with the subject "STEM Curriculum Specialist" to [jobs@techbridgegirls.org](mailto:jobs@techbridgegirls.org).**

*\*TBG welcomes all girls and gender expansive youth! We provide space for cis girls and trans youth, gender non-conforming and/or non-binary youth who experience(d) girlhood as a part of their journey.*