



STEM Pathways Manager

Since 1968, Sociedad Latina has been working in partnership with Latino youth to cultivate the next generation of leaders. With the support of families and the broader community, Sociedad Latina fulfills its critical mission by providing a broad array of programs that build youth skills, educate and enrich the lives of youth and their families, and foster youth and adult leadership and action.

The STEM Program manager will oversee Sociedad Latina's pipeline of year round STEM programming for English Learners in Boston Public Schools. This pipeline of programming begins at STEAM Team, our 21st Century Community Learning Centers, located at the James P. Timilty Middle School and the Mario Umana Academy for grades 6-8. At the high school level Sociedad Latina's STEM work includes our emprende! Youth entrepreneurs and STEM Escalera. These programs are delivered both during the school day & in out-of-school time.

The goal of Sociedad Latina's STEM pathways programming is to spark early STEM interest in Spanish speaking immigrant youth, provide a pathways into Boston's robust STEM economy, and develop the skills, knowledge, and attitudes that result in college, career, & life success.

The primary functions of the role includes:

Partnership Management

- Liaise regularly with partner Boston Public Schools to evaluate partnership, share program information, and expand opportunities for Sociedad Latina participants
- Deepen and expand relationships in Boston STEM/Innovation environment to increase Sociedad Latina's visibility and provide enhancements to curriculum including job shadows, field trips, guest speakers, internship placements, mentoring opportunities
- Serve as primary contact to BoSTEM, Babson College, Roxbury Innovation Center, and Boston After School & Beyond
- Facilitate positive communication and build relationships between Sociedad Latina and parents/families of program participants

Program Design & Implementation

- Ensure curriculum includes hands-in STEM practices, promotes Latino culture and identity, and promotes a STEM college and career mindset at middle & high school level
- Ensure STEM activities are purposeful and promote reflection and STEM learning
- Ensure college & career exploration activities are high quality, culturally responsive, and meet the needs of immigrant youth

- Ensure program activities run smoothly through appropriate use of materials, space, and time, and that all youth participate
- Ensure facilitators are embedding instructional Strategies supporting English Learners access to content
- Identify and implement program enhancements and opportunities through regular on site observations and feedback from youth and families
- Oversee the implementation of family engagement within each program including: home visits, parents nights, family orientations, and program showcase.

Data & Accountability

- Oversee the assessment of skills gains through Sociedad Latina's suite of tools including:
 - SAYO (Youth, Staff, & Teacher)
 - STEM Common Instrument
 - Youth Outcomes Toolkit
- Oversee data entry to comply with all funding requirements
- Ensure timely and accurate collection & entry of data into SL database
- Complete quarterly reporting on department's activities
- Use data to identify program improvements and lead staff in action planning based on data
- Coordinate with the Department of Elementary and Secondary Education's 21st Century Community Learning Centers to ensure STEAM Team is consistently meeting or exceeding benchmarks

Supervisory

- Effectively supervise & coach 3 full time program coordinators to reach program goals and outcomes
- Lead hiring of temporary part time staff, Boston Public Schools teachers & volunteers
- Oversee monthly observations and coaching of each facilitator; Identify staff needs and identify or develop appropriate PD/trainings
- Provide orientation and training to temporary and part-time staff

Team Contributions:

- Collaborate with team members to ensure middle school and school-based youth are engaged long term with Sociedad Latina
- Collaborate with management team to identify organizational goals for program improvement for the year (ex: youth retention, partnership development, integrating technology, etc)
- Serve on one staff working group with team members
- Support in the facilitation of staff meetings and trainings
- Represent Sociedad Latina on external committees in the community

Other duties as assigned

Qualifications & Skills Include:

- Proven experience and success working with middle & high school aged youth
- Interpersonal and cultural sensitivity
- Good communication and written skills
- Strong project planning skills, detail orientated, and ability to handle multiple tasks
- Applicant must have excellent management, interpersonal, and computer skills
- Experience writing or implementing STEM Curriculum in out-of-school time programs
- Knowledge of the college access process
- Must be willing to work 11-7 PM, some evenings and weekends
- Must be able to travel in and out of state
- Action & Solutions Oriented
- Bilingual (Spanish/English) Required

Education Required:

BA/BS in Youth/Adolescent Development, Education or related field preferred

Salary and Benefits:

This is a full time (40 Hr/Week) position

How to Apply:

Send cover letter and resume to:

Lydia Emmons, Director of College & Career Pathways

Lydia@sociedadlatina.org

NO PHONE CALLS PLEASE

Sociedad Latina is an Affirmative Action/EOE Employer