**STEAM Program Coordinator**

$40-50k annually (Depending on Experience); 40 hours weekly  
Location: Mostly remote (local to Mississippi Jackson Metro); will require some in-person engagements  
Tentative Start Date July 2023

Bean Path is seeking a talented, highly organized, and enthusiastic **STEAM (Science, Technology, Engineering, Arts, and Mathematics) Program Coordinator** to join our team. The ideal candidate will have a passion for promoting STEAM education and hands-on experience in planning and coordinating events and programs. This role requires excellent collaboration skills to work closely with the marketing team and the ability to maintain data, metrics, and KPIs for programs. The STEAM Program Coordinator will play a crucial role in ensuring the successful execution of our STEAM initiatives while managing program budgets.

**Responsibilities:**

**Program Planning and Coordination:**
- Develop and implement comprehensive program plans for Bean Path’s STEAM initiatives, ensuring alignment with organizational goals.
- Coordinate the full cycle of events and programs, including scheduling, logistics, venue arrangements, participant registration, and materials procurement.
- Manage program budgets, including forecasting, tracking expenses, and maintaining financial records.
- Monitor program budgets to ensure cost-effective delivery of programs and identify areas for optimization.
- Collaborate with internal stakeholders to identify program objectives, content, and target audience.
- Prepare and distribute program materials, instructions, and resources to participants and facilitators.
- Coordinate with external partners, vendors, and guest speakers to ensure their involvement in program activities.

**Event Support:**
- Occasionally work weekends and serve in-person at events, providing on-site coordination and support.
- Assist in event setup, including arranging equipment, materials, and signage.
- Coordinate with vendors, volunteers, and staff to ensure smooth event execution.
- Serve as a point of contact for event-related inquiries and troubleshooting.

**Collaboration with Marketing Team:**
- Work closely with the marketing team Bean Path Directors to develop and execute promotional strategies for STEAM programs.
- Provide input for marketing materials, including brochures, flyers, and social media content.
- Collaborate on the creation and distribution of program-related communications to internal and external stakeholders.
- Assist in developing and implementing strategies to increase program visibility and attract participants.

**Data and Metrics Management:**
- Develop and maintain data collection systems to track program attendance, participant feedback, and program outcomes.
- Analyze program data and metrics to assess effectiveness, identify areas for improvement, and make data-driven recommendations.
- Prepare reports and presentations on program performance, including KPIs and key success factors.
- Ensure data privacy and compliance with relevant regulations.
Stakeholder Engagement:

- Build and maintain strong relationships with program participants, facilitators, volunteers, and other stakeholders.
- Provide exceptional customer service by addressing inquiries, resolving issues, and collecting feedback.
- Collaborate with schools, community organizations, and industry partners to expand program reach and establish strategic partnerships.

Qualifications:

- Passion for and belief in the importance of STEAM literacy for all
- Bachelor's degree in a relevant field (education, event management, STEM-related field, etc.) or equivalent experience.
- 1-3 years minimum of proven experience in planning and coordinating events or programs
- Strong organizational and project management skills, with the ability to handle multiple tasks simultaneously.
- Demonstrated experience managing program budgets and working within budgetary constraints.
- Willingness to work occasional weekends and serve in-person at events.
- Excellent organizational and project management skills, with the ability to handle multiple tasks simultaneously.
- Flexibility and adaptability to dynamic event environments.
- Ability to work independently, as well as, display strong collaboration and communication skills, with the ability to work effectively with cross-functional teams.
- Proficient in data management and analysis, with experience using software and tools to track metrics and KPIs.
- Familiarity with STEAM education principles and trends a plus
- Creative problem-solving and critical thinking abilities and attention to detail.
- Experience in working with diverse audiences and vulnerable communities is a plus.
- Familiarity with marketing strategies and promotional activities is desirable.
- Excellent written and verbal communication skills, with a keen eye for detail.
- Ability to work effectively in a fast-paced environment and meet tight deadlines.