



## **KID Museum Senior Associate, Community & School Engagement**

### **About KID Museum**

KID Museum is the nation's largest educational makerspace for youth. Our mission is to revolutionize how kids learn through the maker experience. Through hands-on programming and deep learning experiences, we empower youth with the creative problem-solving and STEM skills to invent the future. With a focus on engaging populations traditionally underrepresented in STEM, our programs aim to build economic opportunity and diversify the future talent pipeline.

Our vision is to become the standard of excellence for inclusive, impactful maker learning nationally, and a model for how to expand access to maker learning at scale. Our headquarters in the Washington, DC region serves as our innovation hub. In partnership with local school systems, government and philanthropic leaders, we design and deliver K-12 programs that produce results at scale in a large and diverse metropolitan region. We leverage the learnings from this learning lab to create resources, training, and technical support to expand high-impact maker learning nationally. For more information, please visit [www.kid-museum.org](http://www.kid-museum.org).

### **Position Overview**

KID Museum is seeking a **Senior Associate, Community & School Engagement** who will be responsible for providing support to the Director of School Engagement, Sr. Manager of Community & Partner Engagement, and Director of Community Outreach & Engagement in building relationships, and developing and maintaining strategic initiatives related to engagement and outreach to schools and community groups. This position will report to the Chief Impact Officer and will support tracking and administrative coordination of outreach/engagement efforts, and ensure clear cross departmental communication and support of such activities.

The successful incumbent will have a Bachelor's degree and 1-2 years professional experience in informal education, community partnership / non-profit education work. Experience with program support and data tracking is required. Enthusiasm for and interest in museums, STEM education and/or maker learning is a plus.

### **Essential Job Functions**

- Support the Director of School Engagement in maintaining and growing relationships with principals, school administrators, and teachers, supporting them with the coordination, logistics, and knowledge to ensure successful program implementation.
- Provide support with communications (written, email, verbal) to teachers and community groups.
- Serve as a liaison with schools to support the Museum's efforts to meet the needs of teachers and students.

- Support recruitment strategy with a specific lens on the needs of teachers in schools by serving as a point of contact to collect feedback and questions from teachers.
- Work with the Museum's Program Operations Associate to ensure schools are fully supported in the booking process.
- Support teacher relationship-building by interfacing with teachers when they are onsite.
- Under the direction of the Director of School Engagement, maintain relationships with schools within the DC Metro Area (MCPS, DCPS, PGPS, Charter, and Independent Schools).
- Support the Director of Community Engagement and the Senior Manager of Community & Partner Engagement in maintaining and growing relationships with community stakeholders and providing logistical support on community programs and outreach.
- Track outreach and partnership data, generate reports, and maintain records related to relationships.
- At least 1x per month, engage in an onsite or offsite engagement opportunity (typically evening or weekend day) by representing KID Museum and programs at a booth/table at a school/community event or supporting a partner in their program at KID Museum as a part of the Community Engagement Team.
- Assist the Director of School Engagement and Director of Community Engagement with the organization, tracking and strategic development of the Museum's Family Day outreach.
- Coordinate and communicate across teams to ensure smooth execution of community and school outreach efforts and events.
- Assist with targeted outreach and marketing, supporting new or evolving program initiatives to community groups or schools.
- Successfully complete other duties as assigned.

#### **Minimum Qualifications:**

- Excellent interpersonal skills, including strong written and oral communication skills.
- Ability to drive projects to completion while working independently.
- Ability to work in a fast-paced and dynamic work environment; working on multiple projects concurrently while having the flexibility to adapt and change.
- Demonstrated record of creative and detailed problem solving skills with a positive results-oriented mindset.
- Ability to work outside of normal business hours, including weekends, as well as lead outreach activities in the DMV community if needed.
- Strong computer skills; general familiarity with Microsoft Office Suite and Google platforms.
- Able to promote equity and inclusion goals; be respectful of diverse identities; and be comfortable with and able to engage with all museum audiences.
- Must be available to work a consistent weekday schedule with occasional evening and weekend hours as necessary.

The successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included. Please send a cover letter and resume to [careers@kid-museum.org](mailto:careers@kid-museum.org) for consideration.

***Diversity, Equity, Accessibility and Inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.***