



Company: Beam Center

Position: Summer STE(A)M School Site Manager

Job Description: The Site Manager is responsible for supporting teams of teachers and youth assistants as they teach Beam's Connected Worlds curriculum to newly arrived English language learners, grades 3-8, in classrooms across several schools in Brooklyn, Queens, the Bronx and Manhattan. Daily tasks include traveling to one of several schools, checking in with classroom teams and supporting them in leading student activities, troubleshooting STE(A)M projects, tracking their timesheets, maintaining project supply inventories and acting as a point of contact between the classroom team and the Beam Program Manager. For much of the staff, this will be their first work experience. Helping them understand how to conduct themselves professionally, support their team and work with students is a big part of the Site Manager role. This program primarily serves newly arrived Spanish speaking kids - language proficiency and Social Emotional Learning experience are a major plus. The Site Manager helps to prepare and support teaching teams as they implement this program through the following tasks:

- Communicate and facilitate the program design, structure, and intended outcomes
- Facilitate and support the operation of a student-driven prototyping environment
- Provide on-site logistical, technical, and content support to teachers and students
- Facilitate and support teachers and students use of tools to build projects
- Support the training of teachers prior to the start of the program
- Manage site material and tool usage
- Communicate regularly with Beam Center staff regarding the site's progress and needs

Site Managers will receive training in: hands-on disciplines (electronics, model-making, mechanics, fabrication & digital design); learning through collaborative hands-on projects; and Beam Center's design & prototyping process.

Qualifications: The ideal candidate for this position is experienced in a variety of making activities (electronics, woodworking, craft, sculpture, mechanics, etc.) and has a knack for figuring things out. Spanish language proficiency is strongly preferred, but not required. Applicants should be comfortable working with diverse groups of people (both youth and adults) and leading these groups in various activities (design, building, troubleshooting, etc.). Applicants should be highly organized and adaptable; they need to come prepared and be able to improvise when the situation demands it. They should be clear communicators and understand the value of collaboration. Familiarity with NYC Public Schools is a plus.

Employment Status: This is a part-time temporary position (32 hours/week). Dates of employment are Monday, **June 12th - Tuesday, August 22nd, Monday-Thursday 8am-4pm.**

Compensation: This position is compensated at an hourly wage of \$27/hour.

Apply: Email cover letter and resume in one .pdf file to jobs@beamcenter.org

Hiring Timeline: Applications Due: ASAP - we will interview for this position on a rolling basis.

More on Beam Center: beamcenter.org / IG: @beamcenter / **Questions:** jobs@beamcenter.org