

Job Announcement
Project Coordinator Needed for Colorado Springs-based
Science Education Non-profit

General Description

BSCS Science Learning is currently seeking a full-time Project Coordinator.

BSCS is an independent nonprofit dedicated to transforming science education through research-driven innovation. Founded in 1958, BSCS has brought the experience of inquiry learning to millions of students and teachers across the US and around the world. Today, BSCS conducts research on how to improve science teaching and learning, creates instructional materials, provides professional learning programs for teachers, and spearheads leadership development programs for schools and districts. Underlying all this work is our commitment to providing all young people with equitable, inclusive, and just science learning opportunities.

Project Coordinators are integral members of the team, and directly contribute to the BSCS mission through a range of administrative, logistical, and communications support. We are seeking someone to oversee inventory management and order fulfillment of educational products.

A successful applicant will have the following characteristics: self-starter, confident problem solver and critical thinker, ability to work independently and collaboratively, highly professional, detail-oriented and organized, strong phone and communication skills, clear and effective communicator. The ideal candidate will share BSCS's passion for transforming science education and will be willing to champion a range of responsibilities to help the organization fulfill its mission.

The Project Coordinator position operates under minimal supervision and reports to a manager-level member of the team. Successful candidates will have a minimum of three-years experience in a similar position.

Responsibilities

Specific duties include coordinating schedules, organizing events and meetings, ordering and preparing materials, collecting and assimilating information, monitoring timelines, preparing reports, and interacting with external partners and agencies.

- Kit Fulfillment
 - Order fulfillment
 - Manage purchase orders and receipts
 - Maintain product descriptions and online ordering options
 - Oversee the team that sorts, packs, and ships
 - Purchasing
 - Locate supplies and negotiate with distributors
 - Source equipment and supplies

- Shipping
 - Initiate and track shipments to schools
- Coordinate with external project partners, vendors, teachers, education leaders, and others as needed
- Data Management
 - Record and monitor project deadlines
 - Maintain databases
 - Track expenses/budgets
 - Keep accurate, complete, and well-organized records to assist in the development of reports
 - Maintain inventory of project data
- Project Coordinator
 - Coordinate with Project Leads on overall goals, timelines, and action items
 - Participate in project team meetings
 - Meetings/Events
 - Schedule internal meetings for project teams
 - Schedule external meetings/events between project teams and partners, including teachers, university faculty, and researchers
 - Spearhead logistics related to agenda development, travel and meeting arrangements, and binder/handout preparation
 - Office/Project Materials
 - Order supplies
 - Prepare binders, handouts, and hands-on materials
 - Pack and mail materials

Knowledge and Skills

The Project Coordinator must have relevant, appropriate experience for the position. The ideal candidate will have some experience in the following areas:

- Developing and maintaining project timelines for tasks supporting project work
- Preparing spreadsheets in Excel or Google Sheets
- Using advanced features in Word or Google Docs, including track changes, style sheets, and merge documents
- Coordinating and managing multiple projects and/or events effectively
- Working efficiently with a variety of software, and other productivity enhancing tools

Additional Information

BSCS offers competitive compensation and a generous package of benefits, as well as a flexible and inclusive work environment, with a strong commitment to the professional growth of all staff.

BSCS's work is funded through a combination of government and foundation grants, service contracts from school districts and other education-focused institutions, licensing revenue, and charitable donations.

BSCS's offices are in Colorado Springs, the #3 city in US News & World Report's 2019 Best Places to Live. Located along the Front Range of the Rockies one hour south of Denver, Colorado Springs is known for a mild climate, a vibrant arts community, and year-round outdoor recreation.

For additional information about BSCS and our work, prospective applicants are encouraged to review the BSCS web site (www.bsccs.org).

To Apply:

Applicants should send a letter of interest and a detailed résumé to careers@bsccs.org. Please put "Project Coordinator" in the subject line.

We will begin reviewing complete applications on September 19, 2019 and will continue accepting applications until the position is filled.

BSCS Science Learning is committed to active recruitment of a diverse staff. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, race, sex, color, religion, national origin, disability (physical and/or mental), sexual orientation, gender identity or expression, veteran status, military obligations, marital status, pregnancy, genetic information, or any status protected by federal, state, or local law.