I. JOB SUMMARY
The Joe Wilson Science Consultant Program Materials Coordinator is responsible for the maintenance, ordering, stocking, and timely distribution of all materials, supplies, program kits and equipment used to support the development, implementation, evaluation, management and continual improvement of the Joe Wilson Science Consultant Program (JWSCP), powered by Xerox, at the RMSC (Rochester Museum & Science Center). The goal of the JWSCP is to pique students’ interest and inspire them to pursue careers in the Science, Technology, Engineering, and Mathematics (STEM) fields by creating, implementing and delivering scheduled outreach programs to 4th & 5th grade classrooms in schools across the community. These hands-on lab style outreach experiences are facilitated by a core of JWSCP volunteer Consultants. All JWSCP programs developed and delivered will align with the RMSC’s Mission, core values, Strategic Plan, and within the teaching & learning objectives as defined by the Education Department.

II. RMSC CORE VALUES AND BRAND BEHAVIORS
● Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

III. ESSENTIAL DUTIES AND RESPONSIBILITIES
The Joe Wilson Science Consultant Program Materials Coordinator is responsible for supporting the successful development, implementation and execution of JWSCP Programs. These responsibilities include the following:
● Oversees the development and maintenance of kit materials, manages supply inventory, performs equipment maintenance, and shares feedback on kit improvement and development of new kit ideas and materials.
● Establishes and maintains effective communication with all JWSCP vendors and material suppliers.
● Researches potential vendors, sources and negotiates best prices.
● Maintain detailed records on procurement activity of supplies, materials and equipment—documenting, quantity, vendors and completing purchase orders/managing receipts in alignment with RMSC’s Purchasing Policy.
● Generate, maintain, and post regularly updated programming schedules, resolving schedule changes and/or conflicts as they appear throughout the year.
● Monitors the program email account and maintains communication with Consultant volunteers, especially with regards to material requests, kit pick-ups, and schedule conflicts.
• Travels as needed to fulfill requests for non-standard items or materials stored offsite.
• In collaboration with their supervisor:
  o Sets the strategy for the experiences/programs in alignment with the RMSC mission, strategy, and goals.
  o Sets the materials budget and manages it to reach both revenue and expense goals.
  o Completes regular evaluation of programs to improve program success and audience satisfaction.
  o Develops publicity materials (i.e. brochures, posters, slides, banners, kit labels, etc.) as needed, consulting Xerox and the RMSC Marketing Department as appropriate.
  o Manages and maintains the DocuShare Flex software program (a cloud-based software) adding new users, updating documents or program resources, etc.
• Assists in prototyping and/or teaching lessons on an as-needed basis.
• Assists in planning and running larger annual events in September and May. The planning of these events may require extra working hours in the weeks leading up to the event.
• Other duties as assigned.

The Joe Wilson Science Consultant Materials Coordinator will work collaboratively with RMSC Education Department colleagues and other teams across the institution to develop and implement engaging, educational, and hands-on experiences for Joe Wilson Science Consultant Program participants and other Museum guests/visitors as needed, positioning RMSC as a valuable resource for learning. The dimensions of this position include but are not limited to:

• Providing inspiring, engaging, and educational experiences that are aligned with the RMSC mission and brand, and the current goals and legacy of the Joe Wilson Science Consultant Program.
• Ensuring a safe, clean and well managed physical environment that contributes to a positive experience for program participants and staff.
• Incorporating RMSC’s principles of Diversity, Equity & Inclusion into all aspects of the position including program development, delivery, and evaluation.

IV. COMPETENCIES

Informational/Technical:
• Ability to utilize Microsoft Office products (Excel, Word, PowerPoint, etc.), and company email (Gmail) and all G-Suite (Gmail, Google Docs, Google Drive, etc.) products, company payroll system, RMSC Intranet, phone and computer systems
• Capacity to learn to utilize Docushare Flex, JWSCP’s online database of curriculum and resources and Blackbaud’s Altru database
• Ability to use business machines such as personal computer, printer, calculator, copy machine, facsimile, and phone.
• Ability to learn and utilize virtual programming mediums such as Zoom, Google Meet, Microsoft Teams, etc.
• Ability to learn and utilize video production tools such as Open Broadcasting Software, Stream Deck, etc.
• Ability to follow and comply with safe chemical and/or hazardous material handling, storage and maintenance procedures. (Examples of materials used include liquid nitrogen, dry ice, PVA, specimen preservatives, and chemical solutions.)

V. QUALIFICATIONS
• Bachelor’s Degree and/or equivalent of 3–5 years of related experience in project management or content experience in education or STEM fields.
• Experience ordering, managing, and organizing large quantities of of materials and supplies for distribution and use in science or STEM-based educational programming
• Experience with forecasting and budgeting
● Out-going personality and ability to work with a wide variety of individuals
● Passion for teaching and learning, willingness to build connections across the community
● Motivated, independent, self-starter
● Organized with attention to detail and ability to plan both short and long-term
● Availability during weekday business hours; perhaps occasionally a weekend shift
● Has new and creative ideas for future kits or program curriculum topics that can support lessons that schools aren’t able to do or what supports their learning standards and goals.
● Experience developing formal curriculum and/or informal educational programs for a wide range of youth/students (PreK- High School)
● Experience teaching in a museum or classroom setting and/or with inquiry-based teaching methods and/or with interdisciplinary teaching methods

VI. PHYSICAL REQUIREMENTS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to support individuals with disabilities.

While performing the duties of this job, the employee is regularly required to be mobile and move quickly from one end of campus to another; to manipulate, or feel objects, tools or controls; reach with hands and arms; lower ones-self to lift objects from the floor; use a stepladder to retrieve boxes and materials from shelves and bend/crouch to meet young children at eye-level.

The employee is regularly required to lift and/or move up to 25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

VII. WORK ENVIRONMENT
While performing the duties of this job, the noise level in the work environment is variable. While performing the duties of this job, the employee regularly works in close quarters with staff/volunteers, program participants (students/classroom teachers), and/or Museum visitors.

Please submit all resumes to Jessica Colangelo, Director of Human Resources, jcolangelo@rmsc.org no later than Monday, May 20, 2024

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.