



STEM Education and Outreach Coordinator, Full-Time

Engineering World Health (www.ewh.org) is a nonprofit organization whose mission is *to inspire, educate, and empower the biomedical engineering community to improve healthcare delivery around the world*. EWH is currently seeking an experienced and enthusiastic professional to fill the role of STEM Education and Outreach Coordinator.

Overview: The STEM Education and Outreach Coordinator will be a vital part of EWH's continuous expansion into this realm, in addition to our other offerings. During the COVID-19 pandemic, EWH established virtual programs and expanded accessibility to EWH Bioinstrumentation Kits by creating the Kits for the Classroom program. This role will support these initiatives in various capacities from management, administrative duties, curriculum innovation, and growing the community network.

Duties include the management and sales of EWH Kits (<https://ewh.org/kits/kits-overview/>), the continuation and further development of the EWH Chapters program (<https://ewh.org/chapters/overview-locations/>), management of EWH's virtual offerings, as well as a variety of other administrative tasks.

The STEM Education and Outreach Coordinator works as part of a small team of professionals including both administrative and engineering staff, as well as the Board of Directors, in order to implement EWH's programs and achieve EWH's goals of bringing engineering education to students around the world.

Reports to: CEO

Job Duties and Responsibilities:

- **STEM Education and Curriculum:**
 - Collaborate with the EWH team and contractors on the development of new education products and corresponding curriculum for STEM outreach programs including Kits, Chapters, and Virtual Programs detailed below.
- **Kit-related Duties:**
 - Manage [EWH Kit](#) Sales, including: ordering new Kit components and maintaining Kit inventory, fulfilling Kit orders, managing the EWH Square site, tracking and reporting on Kit sales and trends
 - Maintain and expand Kit assembly instructions, curriculum, and other associated materials
 - Actively work to make Kit sales and promote EWH Kits, including: reaching out to past purchasers for repeat orders and feedback, cold emailing potential buyers, answering customer inquiries, etc.
 - Recruit participants for the [Kits for the Classroom](#) program, track available funds, fulfill orders, track demographic data for grant reports, solicit program feedback

- Chapters-related Duties:
 - Manage the [EWH Chapters](#) program, including:
 - Keep records of active Chapters, payments, leadership and Chapter rosters; update website Chapter list and map
 - Ensure renewal of existing Chapters and work to recruit new Chapters
 - Develop new materials for Chapter engagement
 - Encourage Summer Institute participation and Kit purchases
 - Communicate with Chapters through regular email updates, meetings, and info sessions
 - Oversee volunteer judges in the judging process for EWH's annual engineering Design Competition

- Institutes:
 - Oversee all administrative components of EWH Virtual Programs including managing sub-contractors, facilitators, and partnerships (1-3 programs per year)
 - Assist the team with the application review process for [in-person Institutes](#)
 - Participate in the rotating 24/7 on-call schedule while students are on-the-ground abroad (this includes being available to receive and make appropriate calls per established emergency procedure)

- Administrative Duties:
 - Ensure timely responses to emails coming into general inboxes
 - Assist the CEO with administrative tasks as needed
 - Process mail and deposit checks (located in the Triangle region)
 - Assist with generation of reports and data tracking for the board of directors
 - Other duties as necessary

Required Qualifications:

- Ability to work independently as well as part of a virtual team
- Bachelor's degree from an accredited university or related experience
- Excellent written and verbal communication skills
- Strong Microsoft Office Suite and Google Workspace skills
- Exquisite attention to detail and strong organizational skills

Preferred Qualifications:

- STEM Education or STEM-related background
- Professional experience managing records and inventory
- Interest in global health & international development
- Comfortable interfacing with customers, chapters, vendors etc
- Experience working with college students/universities is a plus

- Experience with sales/customer service a plus
- Ability to manage deadlines and competing/shifting priorities
- Team player, adaptable, and innovative

Additional Information:

This is a full-time, salaried position with an expected salary range of \$45-50,000 based on experience. Premium healthcare and dental insurance included, option to participate in a retirement plan with no employer matching. The STEM Education and Outreach Coordinator must be located in proximity to Durham, NC, where the EWH mailbox and storage unit are located. Schedule is remote with flexible working hours available - common team hours are 9 am - 3 pm EST. Anticipated start date is June 2023. **To apply, please email your resume and cover letter detailing why you would be a good fit for the role and/or what attracts you to this position to info@ewh.org. Please use the subject line “Application for STEM Education and Outreach Coordinator.”**

Engineering World Health has a commitment to diversity in its leadership, staff, and partners. It is actively seeking a diverse pool of candidates in this search, including but not limited to age, race, ethnicity, class, national origin, sexual orientation, gender identity, disability, and religion.