

Job Opening: Program Development Specialist – STEAM

Region: Home Office

Position: Full-Time/Exempt, Starting at \$48,000/annually, Depending On Experience (DOE)

Requisition: 1626

General Purpose:

A Program Development Specialist works under the direction of the Manager of Curriculum and Program Development and in collaboration with senior staff in the Program and Operations Department to identify the need for and to spearhead curriculum research, program development and documentation. Provides leadership in support of the Program Department's unique need to create and design program and curriculum for Think Together programs. Collaborates with other departments and field personnel as well as internal and external stakeholders to ensure that the educational materials meet the articulated objectives and are produced accordingly, and supports Think Together's eLearning and other learning platforms (online and in person) as well as Program and Operations and Organizational initiatives and directives.

Duties and Responsibilities Include, But are Not Limited To:

- Working across the Program Development team, researches, recommends and paces STEAM curriculum implementation, facilitates external partnerships and organize org-wide program development including Internet searches, facilitating pilot programs and focus groups, providing technical assistance at all levels of the organization. In addition, stepping in across Program Development to assist where necessary.
- Manages the STEAM program development project for the organization by creating or identifying lesson plans. Edits and verifies content and checks for quality and adherence to Think Together guidelines before producing.
- Collaborate with other departments such as Fund Development, Production, Evaluations, Organizational Development and field personnel.
- Networks with external partners such as STEM and Arts community/educational groups, curriculum vendors, district partners and expanded learning associations to establish strategic relationships, represent and advocate for the development and promotion of the Think Together mission.
- Collaborate with Data and Evaluation department to create and generate assessments, which evaluate program development and effectiveness.
- Provide leadership by holding and attending meetings, trainings, or field visits internally and/or externally and following up on assigned action items with fidelity; in addition, support the Program Development team to meet deadlines and assigned action items with fidelity.
- Provide open and honest communication with the Manager of Curriculum and Program Development, other departments and field staff.
- Manages ad hoc projects, as assigned.
- Actively participates and collaborates with the broad P & O team initiatives to achieve annual goals and outcomes.

- Provide leadership by technical assistance (including training and coaching) across all levels of the organization.
- Organizes own work daily, weekly and monthly to ensure key deadlines are met and work is completed on time, with quality and fidelity.
- Performs minimal administrative support for and communicate any success or challenges with the Manager of Curriculum and the Program Development team with fidelity.
- Respects confidentiality of information learned during the course of the job.
- Other duties as assigned.

Education and/or Experience:

- Bachelor's degree (BA) in education or related field from four-year college or university
- Experience in the field of Science, Technology, Engineering, the Arts, & Math and/or education
- Previous exposure to educational setting or nonprofit environment desirable
- Ability to identify and implement effective teaching strategies appropriate for students
- Previous project management experience
- Strong attention to detail and proofreading skills
- Excellent written and verbal communications skills
- Math skills sufficient to compute percentages, manipulate decimals, and fractions check standard numeric data, etc.
- Ability to work cooperatively and collaboratively with staff to accomplish work in a timely fashion
- Excellent work and project organization skills
- Bilingual preferred
- Teaching credential preferred

Skills Needed:

- Intermediate level experience with Microsoft Word, Excel, PowerPoint, Outlook and Adobe.
- Ability to adapt and learn new content and technology (webinars, software)
- Detail oriented, problem solver, organized, and thorough before making final decisions
- Comfortable in an online environment

To Apply:

- Log In: [ADP Work Force Portal](#)
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