



POSITION DESCRIPTION

Education Coordinator

Position Summary:

Join a team that imagines and executes student robotics programs and competitions ranging from entry-level remotely operated vehicles to multi-domain autonomous systems. Use your educational expertise to support the development of the next generation of engineers through hands-on, experiential learning programs emphasizing real-world environments and capabilities. (Robots, innovation, and creativity – it's almost too good to be true!)

Within the RoboNation Team, the Education Coordinator will enhance the educational experience for students, educators, and partners across the RoboNation community. This coordinator will drive thoughtful dissemination of value-added resources through active engagement with current and prospective K-12, post-secondary, government, and industry partners.

Primary Duties and Responsibilities:

1) Educational Programs Support

- Assist in creating engaging educational programs, curriculum, activities, and resources to enhance the educational program experience and develop learning opportunities for all participants
- Provide program support and assistance to students, educators, mentors, and advocates
- Work closely with RoboNation's Customer Service Coordinator and other staff to answer customer inquiries related to education programs, trainings, and opportunities for engagement
- Develop, implement, and manage communication processes, campaigns, and messaging to enhance education program efforts, promote growth and successful participation in programs
- Coordinate, plan, and execute education program stakeholder convenings
- Coordinate the development and distribution of surveys, organize feedback and analysis, and assist in identifying recommendations across all education programs to track and improve the quality of educational programming
- Assist in the development and implementation of systems and processes to enhance educational programs, communication, and data sharing between partners and the RoboNation team

2) Educational Community Engagement

- Liaise with K-12, post-secondary, government, and industry partners including coordination, resource development, and program communications
- Identify potential local/regional partners to build and maintain sustainable educational relationships
- Assist in the identification and reduction of barriers to educational participation in RoboNation programs, particularly for underrepresented and under resourced communities
- Develop Diverse, Equitable, and Inclusive educational resources to reduce barriers to participation and to better inform educational partners about RoboNation programs
- Plan and host webinars and other engagement activities to provide a high-quality educational experience for educational partners
- Update and maintain content on education program websites ensuring brand voice and design consistency across all RoboNation media
- Assist the Digital Outreach and Communications Manager to create and manage social media program content and community engagement

- 3) Data Management, Analysis, and Reporting
 - Assist with the collection, organization, and analysis of educational program data.
 - Maintain a database of education program data and ensure breadth of content within
 - Support the creation of reports, papers, charts, and briefs on a monthly, quarterly, and annual basis for management and funders
- 4) Other Responsibilities
 - Represent RoboNation at events to promote the RoboNation family of programs
 - All other duties as assigned

Supervision

Reports to: Education Manager

Requirements

- Bachelor's Degree in Education, STEM, Robotics or related field; Master's degree preferred
- Experience teaching/working with students in a K-12 and/or post-secondary institution.
- Team player with a proactive attitude
- Excellent verbal and written communication skills
- Outstanding organizational skills and ability to coordinate multiple projects and meet deadlines
- Exceptional attention to detail
- Advanced knowledge and experience with Microsoft Office
- Experience with or willingness to learn new technology platforms (ex. Salesforce, Monday.com)
- Ability to work evenings and weekends as needed
- Ability to travel domestically and must have current driver's license
- Must have reliable internet at remote work location

Strongly Desired Qualifications:

- Previous work in a nonprofit or post-secondary setting with a STEM focus
- Familiarity with RoboNation or other robotics programs
- Experience using social media
- Preference for candidates located in the Mid-Atlantic region

Working Condition

- Exempt position under the Fair Labor Standard Act (FLSA)
- Full time employment
- Work can be performed outside an office environment (telecommuting)
- Work will be performed at event sites and other locations away from office
- Travel for RoboNation competitions will be required
- Work with a group of awesome people

About RoboNation

RoboNation is a nonprofit organization whose mission is to provide a pathway of hands-on educational experiences that empower students to find innovative solutions to global challenges. Robotics is the “sweet spot” of the broad world of STEM and our focus is to engage students in interactive efforts, provide increasingly challenging activities, and prepare them for jobs in the ever-growing world of automation and technology.