

## **STEM Project Coordinator – Full-Time**

### **Job Summary**

When developing strategies to increase recruitment of students in STEM careers, it is vital to integrate the cultural histories and experiences of marginalized students and their families. This is particularly important for students who encounter chronic invisibility and negative stereotyping in educational settings, in particular, ethnically minoritized, first generation, and low-income students. Understanding and integrating the diverse experiences and ways of knowing of ethnically minoritized families in the decision-making process validates their cultural practices as valuable sources of information.

WVC MESA will create communities of practice (CoPs) to assess and strategize pathways to STEM from pre-K to professional experience under the Pathways to STEM/ Aprender Caminando Project. The overarching goal is to strengthen systemic supports that create a sense of belonging in ethnically minoritized, first generation, and low-income students interested in STEM careers. The goal of these communities of practice will be to: 1. To expand the knowledge of families and students in pre-K -5 levels regarding careers in STEM; 2. Introduce the idea of STEM higher education and explain the role of community colleges in attaining a college degree to families and students in 6-8 grades; 3. Support families and students in 9-12 grades to develop and strengthen navigational skills needed for college, and 4. Improve transfer support through collaborative approaches with transfer institutions and strengthen and expand partnerships with STEM professionals. Each CoP will have 1 Community Engagement Specialist focused on community engagement and 1 Project Navigator that connects the CoPs objectives to the overarching goal of the Pathways to STEM/Aprender Caminando Project. This position works in accordance with state, federal and grant regulations, and college policies and procedures.

### **Essential Functions**

- Identify and collaborate with partners in K-12 systems
- Identify and collaborate with partners in community organizations, non-profits, and community-based groups working in education
- Research school demographics in K-12 and Wenatchee Valley Community College
- Coordinate the work of Communities of Practice in collaboration with other AmeriCorps members
- Strengthen relationships with universities to increase transfer rates in STEM careers
- Develop frameworks to expand and establish different components of the MESA Industry Partnership (MIP) Program
- Assist with the development of marketing materials for public relations work.
- Other essential functions include work a flexible schedule as required to fulfill job duties and provide service to students.

This is not intended to be an exclusive list of all duties and responsibilities. Related duties and responsibilities may be assigned.

### **Minimum Qualifications:**

- Bachelor's degree from an accredited institution.
- Bilingual (written and oral) in Spanish/English and comfortable translating and engaging the community in both languages.
- Experience working with diverse populations.

- Experience that illustrates an understanding of STEM student population at WVC.
- Strong organization, problem-solving skills
- Strong interpersonal, writing, and speaking skills.
- Computer skills including word processing.
- Strong data management and social media skills
- Strong initiative, self-starter, and enthusiasm for helping others succeed
- Committed to promoting educational equity and inclusion
- Be a United States Citizen, a Naturalized Citizen, or a Lawful Permanent Resident
- Be 18 or older

**Preferred Qualifications:**

- Ability to manage multiple tasks and/or projects simultaneously and carry out assignments under pressure with short deadlines and/or frequent interruptions.
- Experience working in a community college or other higher education environment.
- Demonstrated competency and experience working in a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, gender and racial/ethnic backgrounds and those with physical, emotional and or learning disabilities.
- Experience creating digital content (such as (Word/PDF documents and web and learning management system content as appropriate to the role) in accessible formats.
- Bilingual in Spanish and English.

**Terms of Employment:**

The current vacancy is a full-time position, 40 hours per week and is not eligible to benefits. This is a Washington Campus Compact (WACC) AmeriCorps position. VISTA AmeriCorps provides a living allowance of \$18,000/year and an education award upon completion of \$6,345. The term of service is 10-months. Start date is August 30, 2021.

The AmeriCorps program leverages campus/community partnerships, civic and community engagement, student leadership, and indigenous knowledge networks to provide basic needs support and academic interventions, as part of a holistic commitment to educational equity and success for underrepresented college students. WACC members perform direct service-related tasks that help their specific campus site promote activities and practices that help students increase their academic engagement and success, as well as their career aspirations.

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

All offers of employment are subject to background checks. Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

**Application procedure:**

**Please send a cover letter and resume to:**

Karina Vega-Villa  
 1300 Fifth St  
 Wenatchee WA 98801

509.682.6583

Or email to:

[Kvega-villa@wvc.edu](mailto:Kvega-villa@wvc.edu)

**The position is open until filled.**

**Reasonable Accommodation:**

Applicants with disabilities who require assistance with the application and employment process will be accommodated to the extent reasonably possible. Requests should be made to the human resources office by calling 509-682-6440. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state's free telecommunication access service.

**Equal Opportunity Employer:**

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, [title9@wvc.edu](mailto:title9@wvc.edu).
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: Dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).

*This recruitment announcement may not reflect the entire job description and can be changed and or modified at any time.*