



## Idaho STEM Ecosystem (EcosySTEM) Hub Coordinator

**Position:** Regional Hub Coordinator – Region 4

**Reports To:** EcosySTEM Director

**Application Closes:** December 6

**Start Date:** January 15, 2024

**Salary:** \$65,000-70,000; depending on experience

**To Apply:** Submit your resume and cover letter to Erica Compton at [erica@idahostem.org](mailto:erica@idahostem.org)

### EcosySTEM Overview

The Idaho STEM Ecosystem (EcosySTEM) is a network of collaborators committed to leveraging shared resources that effectively raise awareness of STEM opportunities and connect all Idahoans to STEM pathways in their community.

The Idaho STEM Ecosystem includes a group of engaged partners from PreK-12 and higher education, out-of-school education, industry, nonprofits, state and local government agencies, and the legislature.

The EcosySTEM currently has three hubs which are delineated by Idaho's education regions (<https://boardofed.idaho.gov/resources/map-of-education-regions-in-idaho/>):

North and North Central Idaho: STEM INNC (Regions 1 and 2)

Southeastern and Eastern Idaho: ISEE STEM (Regions 4, 5, 6)

Southwestern Idaho: SWISH (Region 3)

This position would work closely with the ISEE STEM Hub Coordinator, Statewide Program Coordinator, and Director to create a new South-Central group/hub in Region 4.

### Hub Coordinator Job Description

The EcosySTEM seeks a new hub coordinator to help form the new South-Central group/hub in Region 4. The hub coordinator would implement the strategic goals and objectives of this new group/hub and the broader EcosySTEM. The hub coordinator will work with the current ISEE STEM leadership team to create a Region 4 Board or Advisory Group. The coordinator will work with this Board to fulfill the Board's governance function and give direction and leadership toward the achievement of the group/hub and EcosySTEM's mission, vision, and goals. Coordinator will support the group/hub with program administration, fiscal management, community/public relations and outreach, board support, and administrative support. The coordinator needs to live in Region 4 and will work remotely/from home when not engaged in outreach throughout the regions. The coordinator will work cooperatively with the other hub coordinators, statewide program coordinator, and director to accomplish the mission of the EcosySTEM.

The hub coordinator will be an official employee of Idaho Business for Education (IBE), who hosts the EcosySTEM. IBE is a nonprofit (501c3) and is a group of more than 250 business leaders across the state. It seeks to create the highly educated and skilled workforce Idaho employers need for businesses to thrive in the 21st century. IBE strives to be a driving force in the development of an Idaho education system that results in graduates who have postsecondary credentials and are workforce ready. Visit [idahobe.org](http://idahobe.org) for more details.

This position reports directly to the EcosySTEM Director.

### **Required Qualifications**

- Experience collaborating with regional partners, schools, out-of-school organizations, and industry to promote outreach opportunities
- Understanding of regional STEM initiatives, related programs and/or understanding of developments and trends in the field of STEM education and workforce development
- Ability to work collaboratively as a team player in a fast-paced work environment, prioritize workload, and meet program goals
- Strong leadership skills, ability to delegate tasks, and make sound decisions quickly
- Excellent interpersonal and networking skills, including strong verbal and written skills
- Experience overseeing multi-faceted projects involving all levels of education
- Experience monitoring budgets and tracking expenditures and income
- Excellent analytical, organizational, and management skills
- Ability to travel inside and outside of Idaho (regional travel extensive, statewide travel minimal, approximately 1 national conference/year)
- Ability to effectively use office productivity software, i.e., Microsoft Word, Excel, PowerPoint, Teams, Google Documents, Email/Calendar management tools and the Internet

### **Preferred Qualifications**

- Experience with the EcosySTEM
- Expertise in collecting and analyzing data
- Experience planning and hosting large events
- Experience with social media such as Facebook, Instagram, LinkedIn, and marketing tools such as newsletter platforms