Admin Coordinator, STEM Services

General Summary/Overview Statement

The PEAR Institute: Partnerships in Education and Resilience at McLean Hospital and Harvard Medical School creates and fosters evidence-based innovations in social-emotional learning (SEL) and Science, Technology, Engineering and Math (STEM) in youth-serving organizations to help all students succeed. PEAR provides trainings and assessment tools that inform educational programs and professionals about program quality in schools and afterschool settings to help bridge the resource gap in high poverty and underserved communities.

PEAR has developed tools to measure STEM program quality and student outcomes, and is training schools and afterschool/summer program staff to use these tools in multiple cities and states across the U.S. This full-time position will support PEAR’s STEM-related services. The Admin Coordinator for STEM Services will coordinate trainings, client relations, and information sharing, and serve as first point of contact for organizations and individuals seeking training and other services from The PEAR Institute. This position will also assist with a broad range of research-related activities and tasks, answer client questions about PEAR’s research tools and training program and serve as the point person for contract setup and other logistics.

Principal Duties and Responsibilities

- Assist with the coordination of STEM trainings and research projects
- Respond to client inquiries related to use of PEAR STEM assessments
- Connect clients to leadership teams for further discussion when necessary
- Assist in the production of training materials or data presentations
- Maintain online Project Management system for all service contracts
- Provide technology support for webinars using programs such as Zoom and Adobe Connect.

Qualifications

- Bachelor’s Degree (B.S. or B.A.) in Education, Social Sciences, Computer Science, or STEM-related fields
- At least two years of relevant work experience

Skills/Abilities/Competencies Required

- Experience and demonstrated skills related to study coordination, data management, the preparation of internal and external research reports, documents and briefs
- Familiarity with webinar technology, particularly Adobe Connect (or a quick study, interested in learning the technology and good at troubleshooting).
- Strong writing/communication skills over email and on the phone
- Proficiency with Microsoft Office Suite programs
- Ability to work as part of a team
- Must be highly organized and able to manage multiple deadlines and priorities
- Must be able to work across platforms (i.e., Mac and PC computers)

To Apply

Please apply with resume and cover letter to job number 3066045 online via the McLean Hospital jobs database at https://partners.taleo.net/careersection/jobdetail.ftl?job=3066045&lang=en