

2024-2025 AmeriCorps Member Position Description



Partner Organization Name: STEM Library Lab

Corps Member Position Title: Events Coordinator

Supervisor: Jestin Moorehead

Days/Hours of Service: M-F 10-6

Physical Location: 3011 N I 10 Service Rd E, Metairie, LA 70002

Organization Mission and/or Goals:

STEM Library Lab fosters high-quality active learning by providing teachers with access to equipment, programs, experiences and STEM instructional support to drive student success.

Program Mission and/ or Goals:

Empower teachers to access and implement the resources offered by all 5 programs we offer, through events for teachers.

Member Position Summary:

The Events Coordinator will be responsible for supporting the Librarian with tasks related to library upkeep and coordinating events for the Equipment Lending Co-op. The Co-op works with local schools to provide science and STEM equipment using a library model. Teachers have the option to visit the library and browse or reserve equipment online to be delivered to their school. The Events Coordinator will also work with the Librarian to ensure that teachers have access to, and support for, our service offerings.

Essential Functions of Position:

- Planning events including, Community of Practice, Meet-up Fairs, and other programmatic events
Maintaining a calendar of Programmatic Events Coordinating all Events with the STEM Outreach/Marketing Manager and Librarian
- Generating partnerships with teachers to facilitate Events
- Teacher outreach and marketing to ensure Events are well attended
- Set up space in preparation of Event and breakdown

- Administer Teacher Surveys after Events and collect data and share with staff
Assist in tabling at community events
- Assist in documenting (photos, videos, testimonials) Events
- Assist in the Library as needed

Member Impact

We anticipate through the duties of the Events Coordinator that more teachers will access our programs through the events that they hosts. These events will help teachers learn how to use various programs as well as network with other teachers in their field. Our short term goal is to have the capacity to host more events and the long term goal is for more teachers to visit STEM Library Lab.

What skills, knowledge and trainings should the corps members expect to gain from this position?

The corps member will become skilled in:

- volunteer management, oversight and training;
- logistics coordination/management;
- volunteer outreach with businesses, schools and nonprofits;
- coordinate with social media and outreach coordinate and create social media posts;
- develop policies and procedures;
- develop and manage a tracking system for materials;
- evaluation of tracking system and processes.

Ideal Candidate Qualifications

- Strong passion for STEM Library Lab's educational equity mission;
- Demonstrated background in Events planning
- Ability to work with diverse sets of educators, students, and community stakeholders;
- Desire to work in a small, startup environment that will require self-motivation and flexibility;
- Strong oral/written communication and interpersonal skills, including ability to maintain effective and professional work relationships;
- Attention to detail is a must for this position.
- Strong management and organizational skills, in particular time management and multi tasking;
- Own vehicle