



Position Title: Education Manager

Classification: Full-time, exempt, schedule Monday-Friday with some evenings and weekends

Reports to: Director of Operations

Salary Range: \$52,000-\$60,000 based on experience

Summary: The Education Manager oversees the day-to-day operation of the Science Factory's educational programs on and off-site. This includes program development, implementation, evaluation, and promotion of the Science Factory's diverse roster of fun, hands-on STEM education programs for PreK through 8th grade school and community groups. These programs include but are not limited to school group workshops, STEM camps and clubs, scout programs, programs for teachers, and off-site outreach programs. The Manager leads the team in developing and delivering engaging educational programs that bring the Science Factory's mission to life, inspiring curiosity, creativity, and confidence in STEM. The Manager supports grant writing efforts for education programs, provides program documentation, collects data, and does background research on key initiatives, including alignment with state science standards and career and workforce development. The Manager is responsible for supervising education staff, creating a positive environment for teaching and learning, and ensuring programs are welcoming and inclusive for diverse audiences.

Key Responsibilities

Education Program Delivery and Development

- Lead the development of an annual program plan with the Education Team.
- Identify priority community needs in STEM and design programs that meet these needs.
- Plan day-to-day logistics of education programs including school workshops, outreach programs, scouts, after school camps and clubs, and more. Support all day-to-day activities at the Science Factory as needed.
- Design and program on a variety of STEM topics, including physical science, engineering, technology, and environmental literacy and sustainability.
- Ensure programs are documented and user friendly for all staff.
- Ensure that staff follow all safety and standard operating procedures.
- Ensure that programming is inclusive and accessible for a wide variety of audiences.
- Provide staff training, coaching, and feedback to improve programs.
- Lead education initiatives such as implementing new science standards and embedding career and workforce development into programs.
- Develop community partnerships aligned with program initiatives.
- Evaluate program impact and effectiveness and make changes as needed.
- Proactively stay current on evolving community STEM education priorities and workforce development goals to ensure programs align with current needs.

Program Budgeting and Sales

- Collaborate to create an annual budget, ensuring that education department staff understand the budget, stay within budget for various programs, and follow financial procedures.
- Lead the team to implement strategies that meet annual sales goals for educational programs.
- Keep inventory of and maintain educational equipment, materials, and supplies.

Grant Support

- Collaborate with the Director of Development to identify, write, and report on grants and sponsorships that support education initiatives and programs.
- Write cases for support that identify priority community needs.

Exhibits

- Collaborate with the Exhibits Manager to support exhibit development, including research, educational alignment, and exhibit floor signage.

Public Programs and Special Events

- Support and assist with the planning and execution of public programs, facility rentals, fundraising events, and other special events.

Team Leadership and Supervision

- Serve as department leader and representative for cross-departmental team meetings, board committees, and community partnerships.
- Hire, schedule, train, and coach Education Staff, Interns, and volunteers.
- Orient new staff to the education department. Schedule all orientation activities with Education and other departments.
- Develop goals and objectives for Education staff, monitor performance, provide coaching and feedback, conduct performance reviews, and provide opportunities for professional development.

Preferred Qualifications

- 3+ years of advancing leadership experience in STEM education.
- Bachelor's degree in a STEM field, Education, Museum Education, or equivalent experience.
- 3+ years' experience supervising staff.
- Knowledge of current STEM pedagogy and a desire to share this knowledge with others.
- Positive attitude and exceptional teamwork, problem-solving, and communication strategies.
- A desire to grow and learn.
- A passion for STEM Education and community impact.
- Actively promote inclusion and belonging in STEM in all that you do. You have a desire to work with people from a variety of backgrounds and experiences.

Physical Demands of the Job

These physical demands represent the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

- Regularly required to talk and hear.
- Frequently required to be standing/walking.
- Frequent bending, kneeling, or stooping.
- Occasionally lifting up to 30 pounds.

Child Abuse Clearance and Background Check Requirements

This position must hold Pennsylvania criminal and child abuse clearances. Employer assistance with these clearances is available.

The Lancaster Science Factory is an equal-opportunity employer.

To apply:

Send resume and letter of interest to Amanda Bakay, Director of Operations, abakay@tlsf.org. Forms may also be filled out in person at The Lancaster Science Factory during regular business hours.

About The Lancaster Science Factory

Founded in 2008, The Lancaster Science Factory's non-profit mission is to inspire curiosity, creativity, and confidence by fostering an inclusive environment for hands-on STEM exploration. We actively seek to make our facility and educational programs accessible to all.

