

Program Specialist

Educate Maine is a business-led education organization focused on increasing educational attainment for Maine people. One of the signature programs is Project Login, which is focused on building Maine's technology workforce through high quality computer science coursework for students, engaging professional development for teachers, and partnerships with higher education institutions and employers to strengthen the pipeline for students interested in technology career pathways. The Program Specialist will primarily focus on the Project Login program. They will be responsible for coordinating activities, events, and projects to support the growth of computer science in Maine. In addition, the specialist will contribute to a variety of other programs and activities at the organization.

Essential Duties & Responsibilities

- Work closely with the Project Login Program Director and Educate Maine staff members, business leaders, academic institutions, and workforce development partners to support the mission and programs of Educate Maine.
- Execute effective campus engagement efforts to connect Maine college students with employers.
- Present at regional events on topics such as workforce development, internship program development, educational pathways, and technological skill development.
- Recruit teachers to participate in computer science professional development programs and ensure that programming is successful throughout the year.
- Assist Program Director in managing core components of relationships with partner organizations such as teacher professional development and network development with Code.org and management support to Girls Who Code.
- Participate in student engagement and educator outreach around technology by implementing or supporting events such as the Maine Science Festival, Maine App Challenge, hackathons, and other events.
- Cultivate relationships with educational institutions, business leaders, and other partners in order to facilitate new programs or grow existing programs that fulfill the goals of the Project Login program.
- Coordinate logistics for educator professional development including but not limited to securing venues, ordering catering, sending reminders with contact information and maps, setting up the rooms, and supporting facilitators.

- Curate content for communications to design and develop newsletters, blog posts, social media posts and more.
- Assist Program Director with planning and implementing at least one regional business visit day for the Education Leaders Experience program.
- Contribute to professional development programs and public relations activities.
- Assist with marketing activities (social media, website, paid media).
- Assist with event sponsorships.
- Regularly communicate with stakeholders, volunteers, sponsors, vendors, and others.

Experience/Education

- Strong event management skills and ability to work independently and as a team member.
- Excellent organizational skills, attention to detail and ability to prioritize in a fast-paced, multi-tasking environment.
- Strong computer, time management, and problem-solving skills.
- Knowledge of fundraising, marketing and/or public relations.
- A positive, results-oriented attitude to achieve program goals.
- Effective skills in interpersonal relations, oral and written communication, and presentation skills.
- Motivated, self-starter with proven ability to work in a team environment.
- Knowledge of and familiarity with workforce development systems, higher education, middle and high school curriculum, the business community, and the technology sector.
- Bachelor's degree preferred but relevant experience considered.
- Minimum of one to three (1-3) years of related experience.

Salary range: \$48,000-\$52,000 depending upon skills and experience. This position requires evening and weekend hours as needed and reports to the Program Director of Project Login. This position will be a combination of remote and in-person work. Benefits include a flexible work environment, 12 paid holidays, 15 vacation days, and 12 sick days per year. We offer a competitive employer health insurance plan including an HSA plan, partial premium coverage for spouses and dependents, life insurance, short-term disability insurance, 5% employer contributions for retirement, and annual professional development funding to support your professional growth. Employees may also elect dental and vision insurance.

If interested in applying, please send a cover letter and resume to info@educatemaine.org