The National Society of Black Engineers

Job Description

Salary: $50,000 - $55,000

Job Title: Coordinator, Pre-College Initiatives
Department: Programs
Supervisor's Title: Manager, Pre-College Programs
FLSA Status: Exempt

Summary
NSBE’s Pre-College Initiative (PCI) is a portfolio of programs targeted at students in grade K-12. The goal of the initiative is to engage students in STEM related activities to prepare them for success in engineering majors at the college level. The Programs Coordinator for PCI helps set strategic goals and coordinates the administrative functions of PCI programs. He/she is responsible for coordinating and implementing PCI program activities on the national level.

Essential Duties and Responsibilities
- Serve as primary contact for PCI programs in specified program areas
- Maintain database of all NSBE Jr. chapters status (e.g., active versus inactive, region, location, etc.)
- Maintain current PCI Rulebook and Toolkit
- Maintain databases of program participants in PCI competitions and NSBE Jr. programs
- Determine supply needs and coordinate strategy for ordering with national PCI Chair
- Coordinate program evaluations and reports for PCI programs
- Provide support to Summer Engineering Experience for Kids (SEEK) team during the summer, as needed
- Provide administrative support (e.g., clerical, filing, copying, light lifting, and writing)

Communication
- Must be professional, organized and approachable
- Serve as liaison to national and regional leaders, as well as NSBE Jr. advisors
- Respond via telephone and email to member inquiries regarding PCI
- Work co-operatively with the Pre-College Programs team to provide an effective communication network
- Meet weekly with Pre-College Programs Manager and/or Director to provide area updates
- Participate and lead regular staff meetings (weekly supervisors and rotation meetings)
- Address advisor and student concerns in a professional and timely manner
- Participate in ongoing meetings with NSBE leaders and advisors
- Ensure chapter adherence to PCI Rulebook for those participating in competition
- Ensure facilities and equipment are maintained and kept in acceptable, safe condition

Conferences and Special Events
- Coordinate programming and logistics for the Fall Regional Conferences
- Coordinate programming and logistics for the PCI mini-conference
- Develop content and host NSBE Jr. advisor webinars and other virtual workshops, as assigned
- Coordinate program activities and events in the specified program area

Marketing and Communications
- Maintain a current formal NSBE Jr. PCI Marketing presentation for use in marketing the program to students, parents, teachers and STEM-focused organizations
- Work directly with Marketing and Communications on newsletters, presentations, website updates and other mass communication
- Assist with the writing or editing of program content for publications and web media
- Manages the PCI web page to ensure it is relevant, timely and accurate
- Seeks to find new material to post to the PCI web page
- Coordinates promotional mailings and other initiatives for specified program area
Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience
B.S. or B.A. required (background in science, technology, engineering, math, or business is a plus). One (1) year or more related experience and/or training with K-12 students (SEEK or PCI experience with high performance ratings or recommendations is a plus). Experience in the development, coordination, implementation and evaluation of summer programs for students are also a plus.

Skills Overview
Must possess reasonable oral and written communication skills, and organization skills. Word processing and database skills required. Must have ability to work in a fast paced, rapidly changing environment under minimal supervision. Must have the ability to take initiative to solve problems and be able to handle and prioritize multiple projects. Must have some experience with short-term strategic planning and goal setting. Typing at least 45wpm. Computer skills: Microsoft Word, Excel, Access and Power Point. Creative and critical thinking skills are desired.

Language Ability
Ability to write reports, business correspondence, and procedure manuals. Possess the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability
Possess the ability to apply concepts such as fractions, percentages, ratios and proportions to practical solutions.

Reasoning Ability
Possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills
To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Database software and Contact Management systems.

Certificates and Licenses
No certifications are required.

Supervisory Responsibilities
This job has no supervisory responsibilities.

Travel
Travel is required to Fall Regional Conferences, National Convention and National Leadership Conference. Occasional travel is required to PCI chapters, and other industry related events, or meetings as assigned by the Director of Pre-College Programs. Travel may include weekends.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.