About MassBioEd
The Massachusetts Biotechnology Education Foundation (MassBioEd), a non-profit 501(c)(3) organization, is in its third decade of growing and developing talent in the Massachusetts life sciences workforce which in turn, develops innovations that save and improve lives. Please visit https://www.massbioed.org/about-careers to review all open positions.

Founded in 2001 by the Massachusetts Biotechnology Council, MassBioEd has evolved into a key link connecting students, educators, and professionals to the exciting opportunities within the life sciences industry. Our mission is to build a sustainable life sciences workforce in the region through educational and training programs that engage and excite teachers, inspire and propel students, and illuminate the pathway from the classroom to career with a focus on expansion, opportunity and diversity.

Job Description
The Program Coordinator reports to the Director of Biotechnology Education Programs. This role supports all project components of BioTeach, primarily school and teacher programs. In addition, the BioTeach Program Coordinator will assist in grant management and program evaluation. Although the Program Manager position is largely administrative, there is opportunity to work closely with a small team to develop and deliver innovative STEM curricula to public schools in Massachusetts. An ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced mission-focused environment.

Job Responsibilities
▪ Monitor all program email communications and respond or direct to appropriate team member;
▪ Provide support for teacher professional development workshops, including manage event registration, document participation and coordinate logistics;
▪ Assist the Director of Educational Programs to develop operational and grant-specific budgets and financial reports, ensuring compliance with grant and audit requirements;
▪ Manage the BioTeach invoicing processes, track spending, and maintain school records and documentation;
▪ Serve as the point of contact to Fisher Scientific and other third party BioTeach partners, including, academic institutions, vendors, service providers, and in-kind donors;
▪ Assist the BioTeach Mentor in the on-boarding process of new BioTeach schools and in fulfilling the commitments of the BioTeach program;
▪ Develop surveys and collect and analyze programmatic data and participate in program evaluation and reporting;
▪ Update online event registration pages, relevant dates and other content on website pages.
▪ Work with the Director of Educational Programs and the Communications team on internal and external communications, including newsletters, press releases, and social media content;
▪ Provide the MassBioEd Foundation with general office support (examples: monitoring mailbox, ordering office supplies, etc.)

Qualifications
▪ Associate degree (B.A. or B.S. preferred) or 4 years relevant work experience required
▪ Experience in education, life sciences or biotechnology is preferred.
▪ Strong organizational, project management and problem-solving skills with impeccable detail-oriented abilities.
▪ Exceptional interpersonal skills with a friendly and professional demeanor.
▪ Excellent written and verbal communication skills.
▪ Proficient Knowledge of Microsoft Office Suite, with an ability to become familiar with firm-specific programs and software.
▪ Ability to collaborate with a diverse team of professionals, and our corporate and community partners.
▪ Interest in science education and/or workforce development evidenced by a sense of energy, ownership, and personal connection to the work, the communities we serve, and our volunteers and donors.

**Salary and Benefits**
Salary commensurate with experience. Benefits package includes health, dental, and vision insurance, 401K, long and short-term disability, life insurance, healthcare savings account, and paid time off.

**Interested applicants should submit the following to careers@massbioed.org:**
▪ Resume/CV
▪ Detailed cover letter outlining how your qualifications meet those sought in this post

**Opportunity and Diversity**
We strive for diversity and equity in all the work we do. We are committed to building a team with a variety of backgrounds, skills and views to best serve our communities.

MassBioEd is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetic information, gender identity, gender expression or Veteran status.

Massachusetts Biotechnology Education Foundation
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