

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Middle School STEM Activity Specialist

**Department:** Youth Services

**Reports to:** Middle School Program Director

**Hours:** Part-Time

### Responsibilities:

- Recruit participants and facilitate STEM activities.
- Provide Middle School STEM workshops and tutoring.
- Design college success activities for STEM program.
- Facilitate weekly Leadership Academy workshops and community service activities for high school students.
- Create and facilitate youth development events, meetings, and activities for participants.
- Participate on at least one Youth Services programmatic committee.
- Additional duties as assigned by the Site Supervisor, Middle School Program Director and the Assistant Director of Youth Services.

### Qualifications:

- Bachelor's Degree, with a background in education, counseling, science, technology, engineering, or math and two (2) years experience working in the area of youth development and workshop presentations preferred. At minimum, a Bachelor's Degree in human services or a related field and 4 years experience working with youth ages 12 and older.
- Experience in the STEM Field
- Self-motivated, with the ability to work independently and make connections with young people from diverse backgrounds and cultures.
- Demonstrated creativity in developing and implementing STEM related activities and workshops
- Strong math and/or science skills, public speaking, computer, writing, and organizational skills.
- Ability to , engage parents and maintain professional relationships with key members within the target school
- Ability to market the program, develop community partnerships, and provide innovative programming.

- Ability to work one or two Saturdays per month, as needed.
- Candidates must complete successful background and criminal records check, fingerprinting check, and reference checks.
- Bilingual (English/Spanish or English/French) a plus.

**To Apply:**

Please send cover letter, resume, and three professional references to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Middle School STEM Activity Specialist in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**