



## *Immediate Opening: STEAM Education Coordinator*

Tynkertopia, Inc. is an award-winning nonprofit community learning center in Flagstaff, AZ focusing on creativity, inquiry, and STEAM knowledge and skills.

### **STEM: Science, Technology, Engineering, and Mathematics + A for the Arts = STEAM**

The person in this position will work in our synergistic, fast-paced work environment - in partnership with the Tynkertopia CEO, Director, and Neighborhood Youth Program Coordinator - to achieve the mission of Tynkertopia to help children, youth, and families cultivate skills, strategies, and confidence as independent, lifelong learners, and expand their creativity, inquiry skills, and STEAM skills.

Position Title	Tynkertopia STEAM Education Coordinator
Supervisor	Dr. Alice Christie, Tynkertopia CEO
Location	3330 E Elder Drive, Flagstaff, AZ 86004
Date Posted	July 18, 2023
Closing Date	Open until filled
Salary	\$18 - \$21 per hour
Status	Part Time Position (15 – 25 hours per week) with the possibility of transitioning to a full-time position

Candidates should submit the following to [founder@tynkertopia.org](mailto:founder@tynkertopia.org):

- Letter of Interest
- Vita/Résumé
- Names and Contact Information of Three References

### **Position Responsibilities**

- Create a learning environment that inspires students to develop confidence as independent, lifelong learners and expand their creativity, inquiry skills, and STEAM skills;
- Develop curricula for classes, workshops, and field trips in conjunction with the CEO or Director;
- Engage Flagstaff children and families in relevant and rigorous STEAM activities and lessons;
- Maintain facility for safety and constructive learning;
- Teach Tynkertopia STAEM classes aligned with your skill set;
- Show professionalism when interacting with all members of the Tynkertopia community;
- Collaborate with the Neighborhood Youth Coordinator;
- Attend one-on-one mentoring appointments with your supervisor;
- Attend scheduled and ad hoc staff meetings; and
- Additional tasks as assigned.

**Key Skills and Attitudes:**

- passion about the Tynkertopia mission;
- ability to be proactive and take initiative;
- organizational skills and the ability to multitask;
- commitment to learning, growing, and developing as a person and an educator;
- demonstrated interest in building rapport and developing relationships with children, youth, and families in the neighborhood;
- ability to collaborate with staff, volunteers, junior interns, parents, community members, and staff of other nonprofit organizations;
- ability to prioritize daily, weekly, and monthly workload;
- flexibility and adaptability;
- reliability and trustworthiness; and
- strong oral and written communication skills.

**Requirements**

- University or college degree in education with an emphasis on STEAM areas;
- Fingerprint clearance card;
- 2-5 years of relevant experience in an educational setting;
- Ability to do moderate to heavy lifting; and
- Documented positive experiences educating children, youth, and/or adults.