



## **Education Programs Manager** Bioscience Association of Maine (BioME)

The Bioscience Association of Maine (BioME) is a trade organization devoted to advancing economic growth and opportunities within the life sciences community in Maine by allocating equal involvement in life sciences advocacy, education, economic development, workforce development, and attracting out-of-state business.

Reporting to the Executive Director, the Education Programs Manager plans, coordinates and manages BioME's educational programs to meet the organization's goals of promoting STEM education in Maine and contributing to the creation of a strong workforce within Maine's bioscience industry. Responsibilities include day-to-day operations, as well as actively participating in strategic planning, event execution and administration.

This 35-hour per week position is based at BioME's office located on Maple Street in Portland with a flexible work schedule and opportunities to work remotely as appropriate.

### **Responsibilities Include:**

1. Plan, execute and supervise all BioME education programs and events to meet targeted program metrics. Work closely with BioME staff and volunteers to ensure successful program execution. Current programs include: ME Bioscience Day, BioME Student Showcase and BioME Career Exploration Day.
2. Manage, execute and lead promotional activities of BioME Scholarship Program to increase program visibility and number of applicants. Develop and implement processes to support increased application flow and to optimize Education Committee's involvement in the review and selection of scholarship recipients.
3. Provide staff support to the volunteer-based BioME Education Committee, ensuring appropriate planning and preparation for monthly meetings and special meetings, and working closely with committee members to set realistic goals that support the Association's mission and which can be effectively executed by staff and volunteers.
4. Develop and track budgets for education programs, ensure that programs operate within financial parameters set forth in the Board-approved budget and provide timely notification to the Executive Director of any budget issues or concerns.



5. Represent BioME in a professional manner at various stakeholder groups and external meetings and events such as college open houses, career fairs, etc., generating interest in and support for the Association's mission and programs.
6. Develop and implement plans to grow existing education programs and develop new programs as needed to meet strategic goals and association metrics.
7. Develop and nurture relationships with school districts, schools, colleges and organizations in order to strengthen connections with communities in Maine and awareness of and participation in BioME's educational programs, especially those that are in rural and underserved areas.
8. Serve as primary point of contact for all education related inquiries. Respond or redirect inquiries as needed ensuring timely follow up.
9. Participate in all BioME Board meetings, events and committee meetings, as needed.
10. Support planning and execution of BioME signature events.
11. Participate in planning and development of the annual budget by providing the Executive Director with input on Education Program budget needs.
12. Identify areas where program sponsorship may be needed and collaborate with Executive Director to seek program sponsors.

## **Qualifications**

Bachelor's degree, preferably with a major or minor in education or biological sciences. Minimum 3 years of work experience in a professional setting, preferably in an education or non-profit organization.

## **DESIRED SKILLS, KNOWLEDGE AND ABILITIES**

- High degree of self-motivation and ability to work independently, tempered by cooperative spirit and the ability to take direction from Executive Director, flexibility, and a "can-do" attitude.
- Strong organizational skills and demonstrated experience developing and executing against project plans and timelines.
- Demonstrated ability to multitask and manage several projects at the same time.
- Excellent written and oral communication skills.



- Strong interpersonal skills including comfort and confidence in meeting and interacting with a wide variety of stakeholders ranging from students to businesspeople to academics.
- Creativity, willingness and ability to learn new skills, software and programs.
- Passion for education and STEM.
- Proficiency with MS Office applications – Word, Excel, PowerPoint, Access.

#### **PHYSICAL REQUIREMENTS**

- Occasional light physical lifting.
- Please note that our office is on the 3<sup>rd</sup> floor of a building with no elevator.

#### **TRAVEL**

- This position will require the candidate to commute to events throughout Maine several times each year.
- Please note that this position may require evening and weekend hours as needed for events and meetings.

#### **Work Environment & Benefits**

- Work time: 35 hours/week.
- Compensation commensurate with experience.
- Flexible work hours and ability to work remotely (when appropriate).
- Paid time off (20 days)
- Paid Holidays (12 days)

Please send cover letter, resume and 3 professional references to [info@mainebioscience.org](mailto:info@mainebioscience.org).  
References will not be contacted without the candidate's permission.