



## **Curriculum and Evaluation Manager- Full-Time**

Science Club for Girls (SCFG), a Cambridge-based non-profit established in 1994, seeks a dynamic, resourceful and collaborative individual with experience with out-of-school time science curriculum writing and program evaluation to join our team. SCFG builds self-confidence, excitement and literacy in science, technology, engineering and mathematics (STEM) for girls and gender expansive youth in grades K-12, particularly from communities underrepresented in STEM. We do this by providing free, experiential and leadership programs in STEM in Greater Boston and Cambridge. This is made possible through the support of our many mentor-scientists and volunteers. Our staff is passionate, committed and entrepreneurial.

The Curriculum and Evaluation Manager will join our team and manage the development and revision of semester long, hands-on STEM curricula for use in virtual and in-person after-school science clubs for grades K-8. Additionally, the Manager will be responsible for creating curricula for our two vacation weeks and summer vacation programming. The Manager will also serve as a liaison between the Communications and Development Team and the Program Team to coordinate the evaluation of our programs through end-of-semester surveys. Duties take place at our SCFG office in Cambridge and remotely. This is a full-time position. The Curriculum & Evaluation Manager reports to the Deputy Director.

### **ESSENTIAL RESPONSIBILITIES**

- Curriculum
  - Review existing curriculum, revise and update for use in both in-person and virtual settings and to scale for use in grades K-8
  - Write and adapt new curricula as needed for semester programs and for February and April vacation weeks and summer programs
  - Use knowledge of the Massachusetts state standards for Science and Technology/Engineering when creating curriculum for each grade level
  - Develop material needs for each curriculum for participants and mentor teachers
  - Coordinate with Program Recruitment Manager to deliver training to the volunteer mentors who will be using the curriculum
  - Coordinate with Program Team and Communications and Development Team to source materials and prepare packing lists
  - Coordinate with partners on developing and piloting new curriculum to meet 21st century skills and refresh our portfolio of curriculum
  
- Evaluation
  - Work with outside evaluators to refine the survey instrument to assess our programming



- Coordinate with the Communications and Development Team to ensure data collection and evaluation processes provide high-quality demographic and outcome data that can be used to illustrate SCFG's impact, secure funding to support programs, and satisfy various reporting requirements
- Coordinate with Program Team to adapt the survey instrument for gathering data from a variety of settings (in-person, virtual) and a wide age range (grades K-12 for participants and adult mentors and participant families)
- Work with the Program Team and volunteer mentors to administer the survey
- Work with Communications and Development Team to analyze the collected data and process for funders and social media
- Work with Program Team to summarize and create meaningful program evaluations for continued improvement

## **QUALIFICATIONS**

- Bachelor's degree or equivalent
- Minimum 1 year experience writing curriculum and/or program evaluation
- Excellent oral and written communication and interpersonal skills
- Excellent judgment, time management and organizational skills
- Ability to take initiative, work independently and collaboratively as needed
- Knowledge and experience in community building
- Ability to give and receive direct and constructive feedback
- Ability to relate to diverse populations
- Dedication to gender equity and racial justice

### Other requirements

- Fluent in Google Workplace (Google Docs, Google Slides, Google Sheets)
- Familiarity with Salesforce a plus
- Ability to be onsite for staff meetings and other coworking sessions

## **HOW TO APPLY**

An applicant should send a cover letter highlighting relevant work experience and resume in pdf format to: [employment@scienceclubforgirls.org](mailto:employment@scienceclubforgirls.org), subject line: Curriculum and Evaluation Manager.

This is an AA/EOE position. Persons of color and women are strongly encouraged to apply.



**Science  
Club  
for Girls**

136 Magazine St., #2 | Cambridge, MA 02139  
[www.scienceclubforgirls.org](http://www.scienceclubforgirls.org)

## **SALARY AND BENEFITS**

Salary is \$60,000-\$75,000/year.

Benefits include:

- Hybrid schedule: SCFG staff work 2 days/week in the office and 3 days/week remotely
- Health and dental insurance
- Two-week vacation plus one week off at end of calendar year
- 12 paid holidays
- 5 personal/sick days/year