

Union Station Kansas City, Inc.

Position Description

Title: STEM Education Program Manager

Department: Education – Science City

Reports To: Chief Science Officer

Summary

This full-time position is a valued member of the Science Center team. The STEM Program Manager is responsible for the planning, coordination, implementation, and evaluation of a portfolio of STEM and STEAM educational programs, events, and community engagement initiatives that inspire learners of all ages to explore science, technology, engineering, arts, and mathematics. This position develops and manages high-quality educational experiences that connect students, families, educators, industry professionals, and community partners through hands-on learning, career exploration, and workforce development opportunities.

The STEM Program Manager serves as the lead organizer for multiple annual and recurring programs, manages program logistics and partnerships, recruits and supports presenters and volunteers, oversees event execution, and evaluates program outcomes. This position collaborates with departments and with external organizations to ensure successful delivery of programs aligned with organizational goals and community needs.

This position requires a team player who is willing to work flexible hours, including weekends and evenings as programs & events require.

Primary Responsibilities

STEM Program Planning and Management

- Develop, coordinate, and manage a comprehensive portfolio of STEM educational programs and events throughout the year.
- Create annual program calendars, timelines, budgets, and implementation plans.
- Establish program goals, objectives, evaluation metrics, and reporting procedures.
- Identify opportunities for new STEM initiatives and community engagement programs.
- Coordinate program registration systems, participant communications, and event documentation.
- Ensure all programs meet organizational standards for educational quality, safety, accessibility, and participant engagement.
- Manage program supplies, materials, equipment, and vendor relationships.
- Assist with grant-funded programming requirements, reporting, and documentation as assigned.
- Support additional STEM educational initiatives and Science City events as organizational priorities evolve.

Partnership Development and Community Engagement

- Cultivate and maintain relationships with educators, schools, universities, nonprofit organizations, professional societies, businesses, government agencies, funders, sponsors and STEM industry partners.
- Identify opportunities for collaborative programming, sponsorships, and community engagement.
- Represent the organization at meetings, conferences, outreach events, and community functions.

Marketing and Communications

- Collaborate with marketing and communications staff to promote programs and events.
- Develop program content, event descriptions, participant communications, and outreach materials.
- Support social media, website, and promotional efforts related to STEM programming.

Volunteer and Presenter Management

- Recruit, train, schedule, and support volunteers, presenters, workshop leaders, and industry professionals.
- Develop positive volunteer and presenter experiences that encourage ongoing engagement.
- Maintain records and recognition programs for volunteers and presenters.

Evaluation and Reporting

- Collect and analyze participation data, surveys, and program outcomes.
- Prepare reports summarizing program impact, attendance, community engagement, and participant feedback.
- Utilize evaluation results to improve future programming and demonstrate organizational impact.

STEM PROGRAM SPECIFICS

Saturday STEM Seminars – STEM Program Coordinator as Lead

- Manage the coordination of the annual Saturday STEM Seminar series designed to expose middle school students to STEM careers and emerging topics in science, technology, engineering, and mathematics.
- Help coordinate, recruit, schedule, and support STEM professionals, researchers, educators, and industry leaders as presenters.
- Coordinate presentation logistics, registration, marketing, participant communication, and day-of-event operations.
- Maintain school district partnerships for attendance
- Facilitate opportunities for students to engage with STEM professionals through interactive discussions and career exploration activities.

Girl Scout Programs and Events

- Serve as primary coordinator for all Girl Scout-related programming and partnerships
 - ***LIVE STEAM w/Terracon; Amazing Race; Girl Fest; Girl Scout Weekend in Science City; Cookie Booths***
- Plan and execute Girl Scout Weekend in Science City, including badge-aligned educational activities, volunteer coordination, registration management, and event logistics.
- Coordinate LIVE STEAM with Terracon, providing engaging hands-on STEM experiences and industry connections for participating scouts.
- Manage The Amazing Race program, including event planning, participant experience design, technology coordination, and partnership management.
- Develop and maintain relationships with regional Girl Scout councils and community partners to expand STEM opportunities for scouts.

Expanding Your Horizons (EYH)

- Serve as program manager for the annual Expanding Your Horizons conference.
- Coordinate conference planning, registration, workshop scheduling, keynote speaker selection, volunteer recruitment, sponsorships, and event logistics.

- Recruit and support workshop presenters representing diverse STEM professions and industries.
- Work collaboratively with educational institutions, businesses, professional organizations, and community partners to provide meaningful STEM career exploration experiences.
- Ensure conference programming aligns with the mission of encouraging girls to explore STEM careers through hands-on workshops, role model interactions, and career awareness opportunities.

Greater Kansas City Science & Engineering Fair

- Provide strategic leadership and overall management of the Greater Kansas City Science & Engineering Fair, including long-range planning, annual operations, program evaluation, and continuous improvement to ensure a high-quality, nationally recognized STEM competition.
- Direct all aspects of fair planning and execution, including project management, managing a budget, sponsorships, marketing, registration, volunteer and judge recruitment, awards administration, event logistics, risk management, and compliance with International Science and Engineering Fair (ISEF) requirements.
- Develop and steward partnerships with schools, higher education, government agencies, STEM industries, nonprofit organizations, professional societies, sponsors, and donors to expand participation, strengthen community engagement, and secure financial and in-kind support.
- Lead and supervise the Science Fair team, committees, volunteers, and contracted partners by setting priorities, coordinating responsibilities, and fostering collaboration to ensure successful year-round operations and event execution.
- Oversee the scientific integrity and educational quality of the fair through management of participant policies, Scientific Review Committee (SRC) processes, judge training, special awards, ISEF affiliation, and initiatives that promote equity, access, and excellence in STEM research.
- Serve as the primary ambassador for the Greater Kansas City Science & Engineering Fair by representing the organization through public presentations, media, community outreach, professional conferences, and regional, state, national, and international science fair networks.

Other Community STEM Events & Initiatives

- Coordinate organizational participation in Remake Learning Days and related regional STEM initiatives with KC STEM Alliance
- Develop hands-on STEM experiences that engage youth and families in science, technology, engineering, arts, and mathematics learning
- Collaborate with community organizations, schools, libraries, higher education institutions, and industry partners to support programming and outreach efforts.
- Coordinate additional special events including ***School Day at the K activities, Signature Events, GSK Science in the Summer*** and additional community outreach events.

Qualifications

- **Bachelor's degree in education, science or related field. Master's degree preferred (M.A. or M.S.) in Education, Science, or a related field.** Undergraduate degree may be in education, a STEM discipline, or a related field.
- **Minimum of five (5) years of experience** coordinating educational programs, STEM initiatives, community outreach, special events, or related activities. Experience teaching science or working in formal or informal educational settings is required.
- Demonstrated knowledge of STEM principles, current trends in STEM education, and national, Kansas, and Missouri science and mathematics standards.

- Experience managing multiple projects simultaneously, including planning, organizing, implementing, and evaluating educational programs while meeting established deadlines & running onsite events.
- Experience with event planning, volunteer management, community engagement, partnership development, sponsorships, grants, and budget management.
- Demonstrated success building collaborative relationships with students, educators, volunteers, school districts, higher education institutions, nonprofit organizations, community partners, industry professionals, and other stakeholders.
- Excellent verbal and written communication skills, including public speaking, presentation development, and the ability to communicate complex information clearly to a variety of audiences.
- Strong organizational, project management, and time management skills with the ability to work independently, prioritize competing responsibilities, and adapt to changing priorities in a fast-paced environment. Knowledge and experience managing and maintaining a budget for projects.
- Knowledge of STEM career pathways, workforce development initiatives, and experience with STEM education programs, museums, science centers, youth development organizations, Girl Scout programming, STEM conferences, or similar educational outreach initiatives.
- Demonstrated professionalism, sound judgment, diplomacy, exceptional interpersonal skills, and a positive, collaborative, solution-oriented approach to work.
- High level of proficiency with Microsoft Office, Google Workspace, Apple products, social media platforms, and educational technology. Ability and willingness to learn new software, applications, and technologies to support evolving program needs.
- Possess a valid driver's license with a safe driving record and the ability to operate Science Center vehicles for program-related activities.
- Ability to lift, transport, and set up program materials weighing up to 25 pounds and perform other physical duties associated with event setup and operations.

Work Environment

This position requires occasional evening and weekend work to support programs, events, conferences, and community activities. The position involves a combination of office-based planning, community outreach, and on-site event coordination.

Please note that the above job description is not all inclusive of actual job duties and is intended to give an applicant a basic summary of the job opportunity being offered.

Union Station Kansas City is an at-will employer, committed to employing a drug-free and diverse work force. EOE M/F/D

To Apply:

Send cover letter and resume to:

Union Station Kansas City

Human Resources Department

30 W. Pershing Road, Suite 400

Kansas City, MO 64108-2422

Or via email: employment@unionstation.org