Children’s Imaginarium
STEM / Program Coordinator
Wausau, WI

Title: STEM / Program Coordinator
Reports to: Executive Director

Organization Overview:
Children’s Imaginarium is a grassroots 501c3 nonprofit opening Fall of 2023. The museum will be a place for kids to learn, parents to engage, and families to connect and will be a cornerstone in the downtown redevelopment project. The Board of Directors is seeking a STEM / Program Coordinator to create, market, and implement STEM focused programming for visitors ages 3-12+.

Job Summary
The Children’s Imaginarium is seeking a passionate and creative STEM / Program Coordinator to join our team. As the Coordinator, you will be responsible for developing and implementing innovative and engaging programming for children, families, and school groups, with a strong emphasis on STEM education. You will collaborate with museum staff, educators, and community partners to create exciting and interactive experiences that inspire curiosity, critical thinking, and problem-solving skills in young minds.

Responsibilities:
• Develop and design a diverse range of STEM-focused programs and activities for children, families, and school groups, aligning with the museums mission and educational objectives.
• Coordinate and oversee the implementation of programs, ensuring they run smoothly and effectively.
• Collaborate with internal teams to integrate STEM concepts into existing exhibits and displays.
• Research and stay updated on current trends, advancements, and best practices in STEM education, incorporating them into program development.
• Establish partnerships and maintain relationships with local schools, community organizations, and STEM professionals to enhance program offerings and foster a supportive network.
• Conduct regular evaluations and assessments of programs to measure their effectiveness, gather feedback, and make improvements as needed.
• Recruit, train, and supervise volunteers involved in program delivery.
• Provide marketing materials to promote programs and events through various channels, such as social media, newsletters, and website updates.
• Assist in budget planning and tracking related to program expenses and revenue generation.
• Manage Party Room rental scheduling & agreements.
• Assist with other tasks as needed.

Qualifications:
The ideal candidate will have strong communication skills and be creative, self-directed, energetic, a team player, and proven experience in program development, preferably in an educational or museum setting. Other key attributes include strong understanding of STEM education principles and practices, strong organizational and project management skills, ability to collaborate effectively, and a passion for working with children and families.

A Bachelor’s degree is required or a minimum of three years’ experience in related field. Nonprofit or Elementary Education experience or equivalent would be preferred but not a requirement.

Compensation:
Salary range is $40,000 - $45,000 and will be determined based on experience. Benefits include a flexible work schedule, competitive PTO package, employer matched retirement plan.

To apply:
Interested candidates should submit resume and cover letter articulating your interest and qualifications via email to: info@childrensimaginarium.org.

This position will remain open until filled; applications will be reviewed as they are received.

www.childrensimaginarium.org