

Job Title: Project SEED, Program Specialist

Division Overview

The mission of the ACS Education Division is to serve learners and educators by building communities and supporting innovative, relevant, and effective chemistry education and professional development. The strategic objectives of the ACS Education Division reflect the responsiveness of the Division in fulfilling the vision, mission, and values of ACS and meeting the needs of the changing chemistry enterprise.

The Student Experiences Office is home to two ACS premier philanthropic programs for high school and undergraduate students. Project SEED offers paid, hands-on summer research opportunities and scholarships to economically disadvantaged high school students, while ACS Scholars offers scholarships for underrepresented minority undergraduate students. This role will primarily support Project SEED.

We are seeking an enthusiastic and team-oriented person to serve as the Project SEED Program Specialist. The incumbent will (1) manage the curriculum development for the new virtual summer program, (2) support the student and volunteer on-boarding process, (3) handle data management and reporting for the in-person research program. The curriculum development is essentially the design of the virtual program lessons and activities, which includes asynchronous learning modules, curating and/or delivering synchronous webinars, and coordinating with external speakers to adapt their content for a high school audience.

This role will require a high level of independence, creativity, quick problem-solving, high-volume data management, and agility. Note that this role is not a traditional teaching role and there will be very limited direct student engagement, but teaching experience will provide a significant advantage to succeed. This is ideal for early-career professionals with a Bachelor's degree in a chemistry-related field (2 years of experience minimum) or a Master's Degree in a chemistry-related field with no experience. Ideal for former teachers looking to shift to program administration and curriculum development.

Must be comfortable and agile in learning and mastering new technology platforms.

- Strong interpersonal, written, and organizational skills required.
- Strong customer service skills for interaction with students, parents, committee members, and stakeholders such as donors.

A minimum of 5 years of related experience with a Bachelor's degree; or 3 years and a Master's degree; or a PhD without experience; or equivalent work experience.

Minimal Travel

EEO/Minority/Female/Disabled/Veteran