

# MISSION SCIENCE WORKSHOP

## JOB DESCRIPTION FOR FULL-TIME SCIENCE INSTRUCTOR

The Mission Science Workshop (MSW) is a bilingual, education nonprofit with two sites in San Francisco. We provide hands-on science enrichment activities to underserved K-8th grade youth, their teachers and families at our community science centers.

We are seeking an energetic science instructor to work at our Mission and Excelsior sites. This is a 40 hour/week full-time, salaried position with benefits. This position has a start date of **October 1, 2021**

### **Responsibilities of the Science Instructor:**

1. Teaching our hands-on science activities and curriculum to K-8th grade students during school-day field trips at our sites for public school classrooms.
2. Teaching informal science in after school workshops focused on tinkering, the safe use of a variety of tools, and the creative use of materials to make projects in our woodshop.
3. Providing outreach to the community to increase participant involvement in our programs. Scheduling and coordinating programs and with principals, teachers, community groups and parents.
4. Collaborating on administrative, fund-development, financial and organizational tasks with staff. Some of this includes: preparing invoices and contracts for schools and partners; completing regular HR, payroll and expense forms; creating and maintaining operational and organization systems; data collection and reporting for grants; assisting with fund development campaigns; contributing to MSW web presence, promotional and public/community engagement efforts.
5. Developing new curriculum, managing supplies and space, building and repairing MSW exhibits, taking care of our resident animals in collaboration with other staff to support programming.
6. Managing volunteers and interns at workshop sites.
7. Maintain attention to detail, strong written and verbal communication, the ability to prioritize time, self-motivation, and flexibility on the job at a non-traditional work-environment to collaborate effectively with staff and MSW partners.

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## What we are looking for:

- Bachelor's in a science related field preferred.
- Spanish Proficiency highly preferred.
- A valid driver's license and ability to travel between our SF sites.
- Tinkering and shop experience are a plus.
- High sense of curiosity and interest in learning about the world.
- Interest in social justice and community outreach.
- You must be vaccinated against COVID-19.

## We Offer the Following Benefits for this Position

- Competitive Salary
- Generous vacation schedule
- Freedom to teach what you are passionate about
- Space to develop experiments or activities that inspire you
- Full medical plan + dental and vision coverage
- 401(k) plan

We value a diverse workforce and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression. Women are especially encouraged, and applicants proficient or fluent in Spanish are preferred.

Flexibility to occasionally work evenings and weekends is necessary, within the overall 40 hr/wk structure.

Experience, curiosity, and confidence in exploring the sciences with youth can substitute for academic degrees. As science education activists we are building a movement to bring exciting science to the city's most underserved youth.

**Please email cover letter, resume and references to [jobs@missionscienceworkshop.org](mailto:jobs@missionscienceworkshop.org). In your cover letter please answer the following questions:**

1. What was your most powerful teaching moment?
2. Einstein said imagination is more important than knowledge. What does this mean for you?
3. What animal best describes your work style, and why?