

Curriculum Development Associate (1 Full-time position available)

SparkShop is a Chicago non-profit that empowers 4th and 5th grade students to imagine their futures as engineers. Many Chicago students are unaware of the opportunities waiting for them in the STEM fields, so as an in-school program, SparkShop engages underrepresented students (girls, low-income students, racial minorities) where they already live and learn, no sign-up required. Learn more at <https://www.sparkshop.org/>

Mission: To develop and lead world-class and equitable engineering experiences that introduce elementary school students to engineering.

Job Outcomes:

1. Create original educational STEM content for Chicago students
 - a. Collaborate with the program manager to design learning outcomes and activities
 - b. Write culturally responsive engineering and humanities lesson plans
 - c. Build beautiful and informative student-facing slides
 - d. Align late-elementary lessons to NGSS, SEL, and Common Core standards
 - e. Support alumni programming by designing curricula for middle and high school audiences
2. Support curriculum development for new programs and partnerships
 - a. Work with other nonprofit organizations or STEM companies to develop collaborative programming
 - b. Support and instruct at teacher professional development seminars
3. Lead lessons and activities at our partner schools
 - a. Act as a field teacher to offer specific content knowledge to our 4th and 5th-grade program participants
 - b. Design and run out-of-school programming at STEM days and resource fairs

Competencies:

1. Creativity - *Imagines new and valuable educational content and delivery formats*
2. Curiosity - *Has a strong desire to learn and understand the world around them*
3. Communication - *Speaks and writes clearly and succinctly, can tell stories that resonate with students, teachers, and families*
4. Attention to detail - *Thoroughly and accurately completes tasks while catching mistakes*

Cultural Competencies:

1. Flexibility - *Is able and willing to adapt behavior to new constraints and opportunities*
2. Proactivity - *Identifies projects and opportunities for improvement without waiting for work to be assigned*
3. Design thinking - *Solves problems with a user-centered, iterative, team-based approach that challenges assumptions and generates innovative solutions*
4. Teamwork - *Prefers working in a collaborative group of people to achieve common goals*
5. Resourcefulness - *Pursues quick and clever solutions to problems using the resources available to SparkShop*

6. Intersectional Thinking - *Understands the dynamics of race, socioeconomic class, and gender in the world, recognizes bias in themselves, and actively chooses to dismantle systems of oppression*

Requirements:

- Must have earned an Associate's (2-year) or Bachelor's (4-year) degree from an accredited academic institution
- Must have at least two years of experience with youth education (volunteer or professional)
- Priority will be given to those fluent in spoken and written Spanish
- This position includes moving and stacking boxes weighing up to 25 lbs within our storage space

Work Environment:

- Office in the West Loop neighborhood
- Partner schools are spread across the city of Chicago
- Hours are flexible, typically 60% remote. We value work-life balance and encourage employees to adjust their schedules to their liking and needs. Due to occasional events, flexibility in working hours is sometimes required
- SparkShop is a small team with lots of collaboration and room to grow

Address:

1623 W Fulton Street
Chicago, IL 60612

Apply with a resume and cover letter to: hello@sparkshop.org before April 19, 2024

Interview Process: First Interview, project (3-hour time estimate), on-site final interview with project presentation.

Start Date: June 1, 2024

Compensation and Benefits:

- Full-time exempt position with flexible working hours
- Salary is \$48k-\$58k/year depending on experience
- Health and dental insurance provided (90% employer, 10% employee)
- 401K (no matching)
- Unlimited PTO (2 week minimum outside of holidays)
- \$2k budget for continued education or professional development

SparkShop is an equal opportunity employer. Our full anti-discrimination policy is available upon request.