

Position Announcement: Science Education Program Assistant



Description

The Bay Area Bioscience Education Community (BABEC) has an opening to join our small team as a Science Education Program Assistant.

Application Deadline:	Open
Position:	Science Education Program Assistant
Appointment:	Non-exempt, part-time: 25-30 hours per week
Starting Date:	ASAP
Work Locations:	BABEC Central Laboratory @ City College of San Francisco 1125 Valencia Street, San Francisco, CA 94110 BABEC San Mateo County Workspace @ Peninsula High School 300 Piedmont Ave, San Bruno, CA 94066 Various high schools and community colleges across the Bay Area

About BABEC

BABEC is a 22-year Bay Area science education nonprofit that provides high school teachers with the technical skills and knowledge to teach advanced biotechnology. BABEC's core values are equity & access in science education for all students, teacher support and empowerment, and quality research-grade bioscience resources. BABEC supports a regional teacher community of practice so that critical thinking, scientific curiosity, and practical career preparation is conveyed to all students. BABEC is an established Bay Area nonprofit that offers ample opportunity to all staff for career and professional growth within the organization and beyond.

Summary

The Science Education Program Assistant will perform laboratory investigations and serve as a program liaison to high schools and community colleges across the Bay Area. This individual will report to and work with the BABEC Program Director and the BABEC Laboratory Manager to support STEM education projects that benefit teachers and students throughout the Bay Area.

The Science Education Program Assistant is an energetic, results-orientated, collaborative professional who excels while working on multiple projects, can effectively manage critical timelines, and is passionate about laboratory research and bioscience education. We seek an effective communicator with the ability to work with a wide range of individuals in educational, academic and scientific fields. The position is 50% laboratory-based, and 50% administrative. This is offered as a part-time position with a flexible schedule of 20-30 hours per week.

Key Responsibilities

- Customer service tasks: Facilitate deliveries to schools across the San Francisco Bay Area in a timely manner. Provide outstanding customer service and scientific/materials management support for science teachers and their classrooms.
- Curriculum tasks: Develop expertise in all BABEC curricula, test and optimize new procedures, and write/edit new classroom lessons. Develop expertise in all BABEC curricula and write/edit new classroom lessons.
- Laboratory tasks: Optimize, prepare and quality-test molecular biology solutions, reagents and buffers for use in the high-school science classroom.

- Inventory tasks: maintain an accurate inventory of all laboratory reagents & supplies, manage databases of customer orders.
- Forecasting tasks: Determine classroom needs for the upcoming school year, calculate lab supply donation needs from biotech companies and order new supplies when needed.
- Other occasional duties/opportunities may arise, such as attending workshops, providing classroom assistance, editing curricula and/or updating the BABEC website.

Qualifications

General laboratory management skills, coupled with a professional and dedicated work-ethic are desired.

Specifically:

- A Bachelor's degree in molecular biology, biochemistry, or similar.
- At least 2 years of previous laboratory work experience as a technician or researcher.
- Mastery of basic laboratory skills such as pipetting, DNA extraction, PCR, gel electrophoresis, bacterial transformation, solution preparation, and use of standard laboratory equipment
- Able to work effectively with youth and adults in a teaching and training capacity.
- Proficiency in the use of Microsoft Office, WordPress, and online file sharing tools.
- Self-starter with experience managing multiple projects at once.
- Willingness to "pitch in" when and where needed; flexible with change.
- Attention to detail, accuracy and precision, care and concern, and enthusiasm.
- Ability to:
 - work collaboratively and effectively with others; communicate effectively both orally and in writing
 - work independently and exhibit initiative with minimal guidance or specific direction
 - follow detailed and/or highly technical oral and/or written instructions
 - contribute to continuous improvement of product quality, processes, inventory and logistics management.
 - Think critically and problem solve independently when issues arise.

Physical Demands

Work will include extended periods of manual operation of laboratory equipment, and extensive computer usage. The ability to lift and carry boxes of up to 35 pounds is required.

Requirements

Valid driver's license and access to a car to drive for work, or ability to drive rental car. Driving to/from high schools and community colleges across the Bay Area is an integral part of this job.

Compensation

This position will be hired at \$18 hourly and this compensation is competitive and based on comparative market comps in the Bay Area nonprofit sector.

To Apply

Please send cover letter and resume explaining why you think you are a good match with this position to: careers@babec.org. No phone calls please. Please put your full name in the subject line AND "Program Assistant." This position was posted on October 7, 2018 and will remain open until filled.

BABEC is an Equal Opportunity Employer. BABEC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business needs. Diverse candidates are strongly encouraged to apply.