



JOB DESCRIPTION

TITLE: MESA Program Coordinator

DEPARTMENT: Arts & Science/MESA

REPORTS TO: MESA Director

FLSA: Non-exempt

SALARY: \$35,000 - \$41,000

POSITION SUMMARY:

The focus of First Nations MESA is to provide enrichment activities and curriculum in STEM (Science, Technology, Engineering, and Mathematics) for students traditionally underrepresented in those fields; including but not limited to African American, Native American, Pacific Islander, Latino/Hispanic, and female students, to prepare students for future educational and employment opportunities. This position is subject to funding availability and grant renewal.

To provide superior service to students, teachers, schools, and the community, we are hiring a MESA Coordinator who will work closely with middle schools and high schools to create seamless events, from one-time professional development opportunities to weekly in-classroom support. The MESA Coordinator will be a crucial part of the planning and execution of every service First Nations MESA delivers. The MESA Coordinator reports directly to the MESA Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represent First Nations MESA in the utmost manner towards students, teachers, school staff and administrators, parents, STEM industry professional, MESA stakeholders, and the community we serve.
2. Uphold the First Nations MESA vision & mission statement.
3. Work assiduously in the community to increase awareness and advocacy for STEM education and the MESA program.
4. Build and maintain productive relationships with teachers, school staff and administrators, industry professionals, parents, as well as Heritage University staff and faculty.
5. Handle confidential student information with tact, discretion and in compliance with FERPA regulations.
6. Distribute, collect, and verify all MESA student Admission Information Forms (AIF).
7. Maintain accurate data on the number of MESA students and teachers served using the statewide database as required by Washington MESA.
8. Attending local and statewide teacher professional development opportunities to address the needs and concerns of our MESA teachers.
9. Coordinate and support participating MESA teachers with in-classroom assistance, supply and material distribution for project-based learning, and weekly teacher meetings.
10. Implement deadlines and uphold deliverables from all participating MESA teachers as required by Washington MESA.

11. Participate in the regional and statewide MESA Day held every spring.
12. Uphold the Heritage University Mission Statement.
13. Perform other duties as assigned by the MESA Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge:

- A bachelor's degree in a STEM related field from an accredited institution preferred, but not required.
- 1-2 years' experience working with underrepresented minorities, preferably in a K-12 setting.
- Demonstrated ability to work effectively with students, parents, and community groups from culturally diverse backgrounds required.
- People coming from backgrounds similar to the target populations are encouraged to apply.

Skills:

- Extraordinary interpersonal skills; must be able to effectively communicate with a wide range of populations, including traditional and nontraditional students, families, school staff and administrators.
- Experience working in a professional setting with demonstrated ability to manage a high volume of tasks simultaneously and independently.
- Experience coordinating STEM outreach activities.
- Demonstrated skill in using technology as management, assessment, and teaching tools a plus.
- Personal transportation and a willingness to travel.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.