



Position Description: Temporary Events Specialist

Square Root Academy - Who We Are

Science + Technology + Engineering + Arts + Mathematics = **STEAM**. Square Root Academy is a STEAM-based non-profit organization dedicated to educating underrepresented youth (our “Scholars”) on the fundamentals of STEAM while emphasizing collaborative learning, innovation, and academic excellence. This goal is executed under our three key pillars: Community Involvement, Project-based Learning, and Professional STEAM Exposure. We expose Academy scholars to the growing field of STEAM at no cost, while promoting creativity, leadership, and academic excellence. In fulfilling our mission, we partner with schools, libraries, local governments, other community organizations, and leaders in industry. We develop and implement robust, adaptive, and engaging after-school and co-curricular programs in the physical and digital spaces. We work collaboratively, innovate regularly, and prioritize the continual learning, engagement, and growth of our team members. We commit to excellence in service to our communities and positioning ourselves as **Sacramento’s STEAM Program**.

What You’ll Do

The STEM Events Specialist is the Academy’s go to for all (you guessed it!) super awesome STEM events! Reporting directly to the Executive Director, the STEM Event Specialist is responsible for the overall execution (and occasional development) of special events to further the mission. This includes our staple events:

- 5000 WATTS
- The Great STEM Summit
- Community Build Days
- H@ck the Park Fest, etc.

Duties and Responsibilities

- The position requires strong leadership, delegation abilities, and like everything with the Academy – a TON of creativity!
- Establish and maintain personal contact and relationships sponsors and partners
- Secure funding via grant writing and sponsorship.
- Aide in the assistance of branding and development of promotional material
- Maintaining timeline as developed by ED and STEM Event Specialist
- Develop reports detailing the results of event utilizing both quantifiable and abstract measurements
- Ensure records are kept of attendance, school district participation, etc.
- Lead team meetings for events as needed
- Coordinate team meetings for event committee
- Maintain calendar and update Asana

MINIMUM QUALIFICATIONS

- Marketing & Promotion Experience + Excellent research skills
- At least two years of applicable college coursework and/or marketing work experience
- Excellent verbal/written communication and strong attention to detail
- Ability to work efficiently in loosely structured work environment both independently and cohesively in a team environment
- Experience with project, schedule, and communications management
- Proficiency with Microsoft and Google suites, and internet navigation and applications
- Ability to ensure professionalism, integrity, consistency, and accuracy in information management and communications
- Ability to multitask and prioritize appropriately
- Valid California driver’s license
- Strong personal ethics and alignment with Square Root Academy values
- Understanding of nonprofit organizational structure
- Background in business, marketing, or management preferred
- Knowledge of wealth and education disparities in underserved communities
- Able to strategize and lead new initiatives in a team environment

Office:
Sacramento

Hours / Week:
30-40/week.
6 Month Contract
Position.

Compensation:
\$18-20/hr

Travel Required:
Some

Why Join Team #SquareRoot?

At Square Root Academy, an equity-driven mission guides the impact of our work. You have the opportunity to help create a change that you want to see in the world. Additionally, we are an organization that promotes self-care, professional development, collaboration, team building opportunities, and growing your leadership - if you're interested. And, working with our Scholars to build their capacities and realize the power within themselves is a profoundly rewarding experience - whether it be for one year, two years, or *hopefully* a career!

Square Root Academy is an equal opportunity employer; promoting equity in our communities is at the core of our work. Continue the conversation with us by visiting our website, www.squarerootacademy.com, or contacting us at admin@squarerootacademy.com. No matter what you do, we encourage you to stay curious!

Community Involvement • Project-Based Learning • Professional S.T.E.A.M. Exposure