



We are pleased to announce that we are seeking qualified applicants for the position of

## CENTRAL OREGON STEM HUB EXECUTIVE DIRECTOR

**POSITION(S): 1** Central Oregon STEM Hub Executive Director  
40 hrs/week, Mon-Fri, 240 days per year (pro-rated for remainder of 2017-18)

**LOCATION:** High Desert Regional Education Center, Redmond

**START DATE:** March 12, 2018 or as soon as possible

**SALARY RANGE:** \$60,000 - \$63,000 - Depending on experience  
Benefits include family insurance package, sick leave, paid vacation and holidays.

**QUALIFICATIONS:** **DEFINITION**  
The Central Oregon STEM Hub Executive Director works to develop the vision and shape the future STEM landscape in Central Oregon. COreSTEM's vision is to foster pathways to STEM literacy in Central Oregon through connections between learners, educators and industry. The successful candidate will advance this strong vision while collaborating and working with multiple perspectives from a diverse group of partners. Moreover, the successful candidate will enhance the Oregon Department of Education's goals to connect the COreSTEM with Oregon's other Hubs and share knowledge, resources to advance STEM literacy and career choices for Central Oregon students.

Please see attached job description for additional information, qualifications and responsibilities.

**APPLICATION PERIOD:** Closes 5:00pm, Monday, March 5, 2018

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Brook Rich, 541.693.5670 or [brook.rich@hdesd.org](mailto:brook.rich@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website [www.hdesd.org](http://www.hdesd.org))
- Three (3) professional letters of recommendation

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.693.5601  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 2/12/18
_____ DIRECTOR OF HUMAN RESOURCES

# **CENTRAL OREGON STEM HUB EXECUTIVE DIRECTOR**

## **Description**

The Central Oregon STEM Hub Executive Director works to develop the vision and shape the future STEM landscape in Central Oregon. COreSTEM's vision is to foster pathways to STEM literacy in Central Oregon through connections between learners, educators and industry. The successful candidate will advance this strong vision while collaborating and working with multiple perspectives from a diverse group of partners. Moreover, the successful candidate will enhance the Oregon Department of Education's goals to connect the COreSTEM with Oregon's other Hubs and share knowledge, resources to advance STEM literacy and career choices for Central Oregon students.

## **Qualifications**

### **Required**

- Bachelor's degree in Education, Communications, Business, Policy or a STEM related field
- Demonstrate ability to facilitate collaboration between multiple stakeholders using a collective impact strategy, connecting, convening: (preK-16 entities, business and industry, and community-based services partners)
- Demonstrated leadership skills within an organization and in providing and supporting a vision and framework to relevant external stakeholders
- Experience working with preK-16 schools and institutions, including state level governmental agencies
- Excellent interpersonal and communication skills (oral and written)
- Exceptional organizational skills and the ability to prioritize work
- Data-driven; evaluates and disseminates available data to inform decision-making and demonstrate progress on meeting outcomes
- Demonstrated ability to work independently; makes decisions and carries out duties without close supervision
- Experience in organizing professional development programs
- Strong results-based facilitator; synthesizes processes and incorporates perspectives of diverse stakeholders
- Demonstrated knowledge and familiarity with informal education
- Demonstrated knowledge of STEM education landscape nationally
- Demonstrated ability to manage budgets, research and write grants
- Detail oriented and a multi-tasker who is able to manage staff and plan community events
- Knowledgeable about communication strategies, maintains website content and social media presence
- Has the capacity to bring new resource to the region, talent, partnerships, technical supports
- Knowledge of STEM industry trends and can clearly tell the WHY of STEM
- A critical thinker who brings clarity to situations of ambiguity and complexity
- Team-oriented, positive perspective, enjoys working collaboratively with a sense of humor

### **Preferred**

- Master's degree in Education, Communication, Business, Policy, or a STEM related field
- Knowledgeable about content and pedagogy of teaching STEM subjects
- Experience engaging private sector stakeholders.
- A proactive thinker who moves ideas into action
- Connected to Central Oregon's private sector as it relates to STEM industries (including "new economy" entrepreneurs) and the ability to integrate private sector talent strategically and effectively into education initiatives.

**Classification** Manager/Supervisor

**Reports To/Evaluated By** Director of CTE/STEM and Central Oregon STEM Hub Advisory Committee

## **Performance Responsibilities**

1. Community networking and partnership development
2. Administrative organization and supervising staff
3. Seek external funding
4. Facilitate professional development
5. Fulfill other related duties as assigned