

## JOB ANNOUNCEMENT

### OVERVIEW

We are looking for a thought-partner in a novel educational endeavor. BioBuilder's **Learning Lab Partnership Director** will be responsible for program development and capacity building of our teaching lab that will open in Spring 2017. Our Partnership Director will ensure the smooth execution of BioBuilder's existing programming. The Director will also initiate, analyze and execute new relationships, programs and collaborations. Effective communication of the ongoing work and the success of our efforts is an essential component of this job.



The **Learning Lab Partnership Director** does not need to be familiar with synthetic biology or BioBuilder in advance (though it is a plus), but must be an energetic, creative and organized individual who is both goal- and detail-oriented. Motivation, enthusiasm, an ability to take constructive criticism and excellent communication skills are essential.

Applicants should have a passion for education, a positive history of working with a team, and an extensive resume of project management experience, clearly demonstrating initiative in some academic or non-academic forum. This position is ideal for an experienced team leader with insight into education reform and an interest in laboratory science. The position could be equally well filled by a trained scientist with direct experience in community/outreach education and a talent for business management. An experienced educator who has worked in biotech or as an entrepreneur is also a possible fit.

The **Learning Lab Partnership Director** is a permanent staff position in our organization that reports directly to the Executive Director of The BioBuilder Educational Foundation and will oversee the Laboratory Teaching Fellows. The Director will work at LabCentral in Kendall Square, but will be required to collaborate extensively with BioBuilder's remote operating and programming staff. This position will begin as part-time work in February 2017, with conversion to full-time work no later than July 2017.

We are looking to fill the position immediately.

### About the BioBuilder Educational Foundation

The BioBuilder Educational Foundation is a rapidly growing charitable organization that brings tomorrow's science into today's classrooms. We offer the only openly available formal curriculum in synthetic biology, allowing students to learn life science through the lens of engineering. Since 2011, when BioBuilder was recognized as a 501c3 public benefit organization, our professional development workshops for teachers have reconnected them to their love of teaching, growing our community of trained teachers from two-dozen teachers in 2012 to more than 500 hundred at the end of 2016. Today, BioBuilder teachers and classrooms exist in almost every state across the country and in ~20 countries around the world.

The BioBuilder Learning Lab will be a vibrant, visible presence for BioBuilder in Kendall Square. Housed inside LabCentral, an entrepreneurial community of practicing scientists, engineers and entrepreneurs, the Learning Lab will uniquely meet BioBuilder's mission to engage, excite and educate. We plan to engage community members with the research that is happening in their own backyard, give new and veteran teachers a place to get ahead of the curve and bring new teaching approaches back to their classrooms, and provide a new kind of educational experience for secondary school students throughout the year.

## About the Job

### Primary Responsibilities

- co-develop the vision for BioBuilder's Learning Lab Programming and Operations
- strengthen our existing relationships, proactively identifying sources of support, generating proposals, and maintaining communication related to ongoing programs
- support the execution of Learning Lab programs
- proactively identify other key stakeholders, and pursue additional avenues of support and capacity
- monitor deadlines and manage submissions
- establish database to track progress and outcomes of programming
- prepare effective reports, press releases, social/electronic communications to share the events and outcomes related to Learning Lab
- meet regularly with BioBuilder's Executive Director to assess program, review strategies and track progress
- communicate the mission and ongoing work of the Foundation

This position may entail additional responsibilities not listed.

## Qualifications

An advanced degree in a STEM field, in Education, or in Business Management

Evidence of successful program management

Prior teaching experience preferred

Ability to work professionally with collaborators

Excellent verbal and written communication skills

Review of applications is on a rolling basis and will continue until the position is filled.

Please submit a cover letter, resume and prepare to provide names/contact information of three references to the attention of:

Dr. Natalie Kuldell  
info@biobuilder.org

Include your name and "Learning Lab Partnership Director" in the subject line of your email.

The BioBuilder Educational Foundation is an equal opportunity workplace.