



**Job Title:** Learning Lab Partnership Director  
**Organization Name:** BioBuilder Educational Foundation  
**Number of Openings:** one  
**Work Schedule:** flexible  
**Hours per week:** initially to be part time, up to 20 hours/week  
**Wage/Salary:** \$25,000/year for part time work  
**Employment Start Date:** Feb-March 2017  
**Employment End Date:** job will convert to full time no later than July 2017  
**Supervisor:** Dr. Natalie Kuldell

**Duties and 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

**Application Instructions:** 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.

**Program information:** 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. More details about BioBuilder are available at <http://biobuilder.org/>

**BioBuilder’s 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.