



**Oregon Robotics Tournament & Outreach Program**  
**Position Description: Education Specialist**



**Classification:** Full Time, Non-exempt  
**Annual Compensation:** \$40,000-50,000

**Anticipated start date:** July 1, 2020 or sooner  
**Reports To:** Program Director

**GENERAL DESCRIPTION OF THE POSITION**

The Oregon Robotics Tournament & Outreach Program (ORTOP) opens doors to the worlds of science, technology, engineering and mathematics (STEM) for Oregon's youth. ORTOP is the *FIRST* affiliate partner for the state of Oregon, operating K-12 programs across the state. [FIRST – For Inspiration and Recognition of Science and Technology](#) – is an international organization that engages teams of young people in project based challenges that inspire innovation and community service. *FIRST* programs are proven to increase student interest in STEM careers, and like any team sport, fosters social and emotional learning including self-confidence, communication, and leadership.

The **Education Specialist** will work with a community of educators from schools and districts throughout the state of Oregon. They will support implementation of teams through teacher professional development, with a focus on reducing opportunity gaps for students in underserved, underrepresented and vulnerable communities.

The Education Specialist reports to the Program Director and works as part of a team to execute fun and exciting competitions and expos where students can be recognized for their effort. The organization also raises funds to distribute as awards to teams to reduce financial barriers to participation, and relies on a dedicated volunteer base to reach thousands of students each year. The team will call upon the person in this position to lead efforts to grow relationships with schools, especially in the following programs:

- [FIRST LEGO League](#) is a PreK-8 program using LEGO robotics that has been operating in Oregon since 2001. Expansions brought the program to increasingly younger age divisions, including a DUPLO based version launched in 2019 for PreK-1<sup>st</sup> grade.
- [Unified Robotics](#) is part of the Special Olympics Unified Sports programs, pairing special needs students with neurotypical members of a Middle or High School robotics team to compete as a team using LEGO robots. The program is just beginning in Oregon as a pilot.

These programs are poised to reach many new youth with the right leadership, and are part of ORTOP's strategic focus on providing equitable access to STEM opportunity.

The Oregon Robotics Tournament and Outreach Program (ORTOP) is an Equal Opportunity Employer committed to fostering a culture of inclusion and to supporting the communities in which we live and work. ORTOP does not discriminate against current or prospective staff, board, volunteers, or program participants on the basis of race, color, religion, gender, national origin, citizenship status, ancestry, age, mental or physical disability, medical condition, genetic information, veteran status, marital status, pregnancy, gender expression, gender identity, sexual orientation, or any other characteristic protected by federal, state, country or local law, regulation, or ordinance.



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**DESCRIPTION OF SPECIFIC ESSENTIAL DUTIES AND PERCENTAGE OF TIME**

**Program Management – 65%**

- Oversee the workshops and teacher professional development programs, including management and support of volunteer instructors, preparing curriculum and materials, scheduling and logistics.
- Support execution of events such as expos, leagues or tournaments, including communication with event directors and planning committee members, team coaches and volunteers.
- Promote and inform the ORTOP community support process to ensure equity goals are being realized, including communication with potential applicants, providing feedback on the application process, and providing support and oversight of awardees.
- Coordinate with regional and national partners at *FIRST*, Special Olympics, LEGO Education and others to maintain program quality and consistency with best practices in the field.
- Work to ensure all ORTOP events and programs are welcoming and inclusive spaces for all, especially communities historically marginalized from the STEM community.

**Outreach, Marketing and Development– 25%**

- Connect with schools and organizations to grow interest in *FIRST* and Unified Robotics programs throughout the state.
- Work with communications staff to maintain clear and consistent communications with teams, volunteers, media and key stakeholders through mailing lists, social media, website, and printed collateral.
- Support the fundraising activities of ORTOP to achieve development plans for the programs, including providing information for grant applications and reports and arranging for sponsor recognition.

**Other responsibilities and duties as assigned– 10%**

- Perform administrative tasks associated with the operation of a non-profit program, including monitoring budgets, expense reports, or other financial data.
- Attend all-staff meetings and other key community functions as directed.
- Other duties as assigned.

Number of employees supervised: 0

% of time spent in supervision 0



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#### EXPERIENCE AND EDUCATION REQUIRED (MINIMUM QUALIFICATIONS)

1. Three to five years of experience implementing a STEM education program in a non-profit setting, youth development, or similar.
2. Professional knowledge and understanding of one or more of the following: early childhood education, elementary education, special needs education.
3. Experience advancing equity in education at the implementation level, including the use of evaluation and demographic data to understand disparities.
4. Expertise in use of business software, including Google Suite and Microsoft Office.
5. Proven ability to work independently and interdependently as a member of a team, requiring clear communication and organization skills. Executing successful programs and events requires attention to detail and the ability to meet deadlines.
6. Willingness to follow ORTOP staff policies including registering in the *FIRST* volunteer system, which requires the completion of a background check.

#### PREFERRED QUALIFICATIONS

1. Experience implementing distance and/or online learning.
2. Experience managing and supporting volunteers.
3. Experience working in or with Oregon public schools, especially as a K-12 classroom teacher.
4. Ability to speak Spanish and experience working directly with people from the Latinx or other diverse racial, ethnic, and socioeconomic backgrounds.
5. Knowledge of *FIRST*, Special Olympics, or other youth development programs.
6. Expertise teaching with LEGO and/or other robotics platforms.
7. Expertise using the Salesforce CRM database, WordPress website editing, Adobe Creative Suite, GoTo Meeting/Training software

#### WORKING CONDITIONS

This position is currently work-from-home due to the COVID-19 distancing efforts, but ORTOP has a standing telecommuting policy. The organization is based in the Portland Metro area, but will include occasional travel statewide. Requires reliable personal vehicle and a valid driver's license; all travel expenses are reimbursed. Work hours are generally flexible – with a large portion of the times being between 9 and 6 p.m. Monday through Friday but will seasonally require attendance at meetings or events on weekends and evenings. Primarily standard office environment with standard noise levels, but will occasionally require attendance at events with high noise levels and large crowds once public policy permits. Requires ability to sit or stand as needed to perform office tasks and lift or carry 25 lbs.

#### APPLYING FOR THE POSITION

To apply for this position, send your resume and cover letter to [Human-Resources@ortop.org](mailto:Human-Resources@ortop.org) or mail to:  
Human Resources  
Oregon Robotics Tournament & Outreach Program  
4800 SW Griffith Dr., Suite 215  
Beaverton, OR 97005