

Job Title	Community Science Program Coordinator
PVN ID	RC-2503-006758
Category	Administrative Services
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	Outreach
Status	Part Time
Hourly Rate	\$30.00-\$35.00
Hour(s) a Week	15.00-19.00
Closing Date	May 13, 2025 (Or Until Filled)

General Description

The CUNY Advanced Science Research Center

The Advanced Science Research Center(ASRC), part of the City University of New York (CUNY) located on the border of West and Central Harlem, is a state-of-the-art facility that supports research in five increasingly cConnected and critical areas of discovery: nanoscience, photonics, structural biology, neuroscience, and environmental science. The CUNY ASRC opened its doors in 2014 with a mandate to elevate interdisciplinary science and education across CUNY's 25 campuses in the New York City metro area, including an embedded center for informal STEM learning called the IlluminationSpace.

The Community Sensor Lab

The CUNY ASRC Community Sensor Lab, located at the ASRC, has piloted an open research and education space for do-it-yourself environmental sensing. The Community Sensor Lab was co-developed with ASRC researchers and staff, NYC public school teachers, and community members from two community-based organizations in historically marginalized neighborhoods: Red Hook Initiative, located in Brooklyn, New York, and Sixth Street Community Center, in Manhattan's Lower East Side.

Through various summer programs and one-off workshops, the CSL has trained teachers, community members, and undergraduate and high school students, focusing on addressing urgent local environmental justice issues such as air quality and urban flooding. The core programming provides step-by-step teaching instructions on building Arduino-based air quality monitoring systems and designing place-based research projects. Skill development includes electronics, coding, environmental science, analyzing and interpreting data, constructing explanations, designing solutions, and communicating information. The programs are intergenerational and have catered to participants ages 10 to 65.

This position will interface regularly with researchers, students, educators, and community partners. Their primary focus will be to schedule, coordinate, and manage materials and communications for regular community workshops, meetings, and our yearly summer training program. They will also play a role in facilitation and teaching after training, which will require being comfortable engaging and communicating about

topics ranging from environmental justice to computer hardware. No prior experience with either is necessary, but a willingness and ability to learn is needed.

Other Duties

- Schedule and attend partner meetings
- Management of training materials, curriculum, and documentation
- Coordinate and schedule community workshops and summer training
- Manage lab inventory and materials purchasing
- Flyer and event-making for social media and website posting
- Assist with administrative tasks
- Assist with the facilitation of community workshops and summer training
- Assist with maintaining and building new community partnerships
- Other duties as assigned

Qualifications

Required:

- Bachelor's Degree in a STEM field, Education, a Social Science field, or a Sustainability field
- Willingness to attend weeknight and weekend meetings
- Demonstrated strong interpersonal and communication skills
- Demonstrated ability to work with diverse groups/populations
- Demonstrated proficiency in project planning and management

Preferred:

- Masters degree in STEM, Sustainability or Social Sciences with experience in community engaged science practices

Experience and/or Interests

- Community engagement and environmental justice
- STEM Education
- Experience or willingness to learn Arduino, coding, circuits, sensors, and hardware
- Open data, open science, community science, citizen science
- Public program development
- Group facilitation skills
- Community organizing experience