



Position: STEM Programs Manager

Reports to: Director of Education

Supervises: Lead STEM Educator, STEM Educator, AmeriCorps School Program Educators

Updated: October 2026

Job Summary

Mount Washington Observatory (MWOBS) has operated a weather station at the summit of the Northeast's highest peak for ninety years. The STEM Programs Manager will be responsible for managing the organization's kindergarten-to-twelfth (K-12) grade school-based efforts. Daily responsibilities will prioritize the development, scheduling, and assessment, of educational programs, with a primary focus on weather, climate, and Mount Washington.

This position is full-time/year-round, based at the MWOBS's administrative offices in North Conway, New Hampshire. The typical forty-hour work week is 9 AM to 5 PM, Monday through Friday. The STEM Programs Manager responsibilities are accomplished in the office and at times through the teaching of programs at schools, on Mount Washington, and at other informal learning institutions and spaces (museums, libraries, community centers, STEM festivals, etc.). The job does require regular regional travel along with periodic nights and weekends. Remote and flexible time is encouraged for this position as responsibilities allow. Opportunities for professional development exist with this position as well. The salary range for this position is \$44,300 to \$57,600 per year, based on experience.

Please send a cover letter, resume, one work sample, and three references to jobs@mountwashington.org to be considered for this position. This opportunity will remain open until the position is filled. A complete description of job responsibilities can be found below.

The STEM Programs Manager shall have the following responsibilities:

- The development, promotion, scheduling, presentation, and assessment of K-12 educational programs that include, but are not limited to, school day, after school, field trip, museum, and teacher professional development programs. The STEM Programs Manager also represents MWOBS at conferences and other venues.
- Creating programs and curricula for K-12 students, teachers, and families that expand their awareness and understanding of weather, climate, and the mountain environment as well

as general introductions to Mount Washington and its weather, geology, ecology, relevant history, and the current activities on the mountain. Programs will meet the Next Generation Science Standards or other curricula guides being used by educators with whom we work.

- Creation, production, and distribution of ancillary program materials including lesson plans, worksheets, and other classroom materials.
- The STEM Programs Manager coordinates the scheduling of programs with educators and staff at MWOBS's summit facility, including but not limited to virtual programs, field trips, special weather station tours and other group programs.
- Periodically, the STEM Programs Manager collaborates with MWOBS development staff to procure corporate, foundation, and other support for the program.
- Coordinating education-related transportation, facility, and equipment usage as well as any other logistical needs for MWOBS staff implementing school-based programs. The STEM Programs Manager will be responsible for regular program evaluation and improvement, and for all appropriate record-keeping and reporting to MWOBS staff, program partners including grants, foundations, and other donors/sponsors.
- Working with the Director of Education to develop portions of the department's annual budget, individual program budgets, and grant writing to support the delivery of new and existing educational programs.
- Serving as a significant contributor to certain grant-funded projects and events such as educator workshops, museum-based programming and exhibits, and more.
- Facilitating the NASA-funded White Mountains Connected Learning Ecosystem (CLE) alongside co-lead educators as part of the Learning Ecosystems Northeast network.
- Serving as the MWOBS Lakes Region Conservation Corps (LRCC) Host Site Supervisor, recruit and onboard two full-term School Programs Educators. Lead the recruitment and onboarding of the AmeriCorps members, ensure compliance with AmeriCorps regulations, and complete other LRCC administrative tasks.
- Occasionally develop and present adult learner programs (such as overnight EduTrips, workshops, lectures, etc.)
- Serving as a representative of MWOBS including, as needed, the performance of other tasks related to MWOBS and its work. The STEM Programs Manager works with other staff members in advancing MWOBS's role in education.

Education and Experience:

The ideal candidate will have a bachelor's degree plus three years' work experience in a related field, such as classroom teaching, informal education, meteorology, or environmental science. The STEM Programs Manager must have a valid driver's license and be able to lift boxes or equipment weighing up to forty pounds.

Knowledge, Skills, and Abilities:

- Capable of presenting educational programs, in the classroom or in a general public environment.

- Excellent communication skills, including public speaking and writing, and a creative approach to sharing scientific information with audiences of all ages.
- Basic office computing skills (MS Word, Excel, PowerPoint).
- Familiarity and comfort in operating audio/visual equipment; Comfortable working with videoconferencing technology.
- Ability to work independently in developing, researching, and implementing projects.
- Strong organizational and administrative skills, with ability to meet deadlines.
- Ability to work productively with a variety of staff members, Observatory members, and the public at large.
- Ability to creatively promote MWOBS programs using a variety of tools, including social media and other “grassroots” methods.
- Interested in broadening participation in MWOBS programs for all learners.

Additional Knowledge, Skills and Experience Desired

- Curriculum development and program evaluation experience.
- Experience coordinating and scheduling programs, including with scheduling and tracking platforms such as Airtable.
- Certification in wilderness first aid or general first aid (training offered).
- Familiarity with meteorology, geology, ecology, and natural history.
- Experience in the outdoors, including hiking, climbing, backpacking or leading groups.

Benefits

This position qualifies for the standard benefits package for full-time employees. Current employee benefits include generous paid time off, health, vision, and dental insurance, short and long-term disability insurance, life insurance, a retirement plan after six months of service, and complimentary gear from our sponsors and discounts on our retail items.

Accountability

The performance of the STEM Programs Manager will be evaluated in part by:

- Quality of programs provided, as evidenced by participant feedback.
- Number of programs provided by school educators.
- Successful development of new programs.
- Positive budget performance of educational programs.
- Meeting deadlines and appropriately tracking grant and other project tasks.

Employment at Will

This position is classified as exempt under the Fair Labor Standards Act (FLSA). While a standard work week will be five, eight-hour days (Monday through Friday), additional hours or days may be required on a regular basis and the schedule will require flexibility. The STEM Programs Manager needs to be sensitive to and generally available for off-hour or weekend events, as well as facility or operational emergencies. This job description does not constitute an employment agreement between MWOBS and employee and is subject to change as needs evolve.