



Growing minds. Growing jobs.

Teachers as Temporary Workers Position Guide

Employer:	Lancaster County STEM Alliance 101 N. Queen Street Lancaster, PA 17608
Position Title	Workforce 2030 Project Liaison
Employment Dates	June 27, 2022, through August 5, 2022 (6 weeks or 29 days)
Total Compensation	\$6,960
Work Hours	8:00 a.m. to 4:30 p.m. Monday through Friday
Work Location	LNP, 101 N. Queen Street, Lancaster, PA
Compensation	\$30/hour
Contact(s)	Olivia Walters, Vice President of Programs, The Steinman Foundation owalters@steinmancommunications.com Sandy Strunk, Consultant, Lancaster County STEM Alliance Sandy_strunk@comcast.net
Purpose of Position	This position will support all facets of the Workforce 2030 Summit, which will be held on the campus of Elizabethtown College, August 1 – 3, 2022.
Requisite Knowledge, Skills, and Traits	<ol style="list-style-type: none">1) Ability to work in a team environment to successfully execute a complex event for community leaders.2) Must demonstrate attention to detail and the ability to manage a wide variety of project tasks competently and on time.3) Excellent verbal and written communication skills are required.4) Applicants should be comfortable using technology and participating in social media forums.5) Must be able to demonstrate excellent customer service skills when interacting with a broad spectrum of individuals both virtually and in person.
Essential Functions:	<ol style="list-style-type: none">1) Assist keynote speakers, presenters and summit participants with logistics related to their participation in Workforce 2030 Summit.2) Monitor the Workforce 2030 project management plan and assist with the completion of all tasks, as needed.3) Participate in the creation of the event app to ensure that all content is accurate, up-to-date, and visible to participants.4) Work with Elizabethtown College to coordinate facility and catering issues.

- 5) Serve as the single-point-of-contact for event inquiries and/or questions.
- 6) Provide participants with technical assistance related to downloading the event app and accessing program information.
- 7) Assist in the creation and distribution of event materials.
- 8) Provide onsite support for participants and speakers during the Workforce 2030 event.
- 9) Oversee social media related to the Workforce 2030 Summit.
- 10) Other duties as assigned.

Physical Requirements: -The successful candidate must be able to lift 25 pounds without assistance.
 -The successful candidate must have his/her own transportation and be able to work both remotely and/or onsite as needed.

The Lancaster County STEM Alliance believes the diversity of Lancaster County is a fundamental strength. Only through the intentional integration of diversity, equity and inclusion as values and practices can we foster change in our community. Lancaster County STEM Alliance does not discriminate in its employment practices, program activities or grantmaking on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability or any other personal characteristic.