

## Development & Marketing Associate

### STEM Santa Fe

[STEM Santa Fe](#) seeks a creative, articulate and proactive person who is passionate about developing STEM opportunities for Northern New Mexico's adolescents.

STEM Santa Fe advocates for, develops and provides Science, Technology, Engineering and Math programming, mentoring and resources for all Northern New Mexican youth, especially those who are under-represented in STEM, to realize their potential and expand their opportunities in our dynamic world.

The Development & Marketing Associate will collaborate with the Chief Executive Officer to develop innovative fundraising approaches and educate the Northern New Mexico community about STEM Santa Fe's compelling mission. Your specific tasks will include creating content for newsletters and website, engaging in social media, assisting in grant writing and reporting, composing annual reports, engaging donors and parents, and supporting large-scale special events.

#### Qualifications:

- Clear and effective written and verbal communication skills.
- Proven interpersonal skills, including a positive attitude and the ability to work both within a team and independently.
- Strong analytical and problem-solving abilities.
- Proficient technology skills (specifically seeking database, Word, Excel, and social media experience). Must have the capacity to learn new software and technologies quickly (e.g. WordPress and Canva).
- Superior organizational skills and high attention to detail, especially in handling prioritization and meeting deadlines.
- Able to work flexible hours.
- Background check required.
- Bachelor's degree in English or Journalism preferred.
- Photography and videography experience preferred.

Benefits and pay negotiable (starting at \$18-\$20 per hour), depending on experience and qualifications. Twenty (20) hours per week.

Applicants should submit a resume, cover letter describing relevant experience in marketing and development, a minimum of two writing samples, and a list of three references to [info@stemsantafe.org](mailto:info@stemsantafe.org).

Santa Fe values diversity and is an equal opportunity employer.