Last Updated: 10-11-2026

Job Title: Inclusion and Engagement Coordinator
FSLA: Hourly, non-exempt
Hours: 40 hours per week (Sunday-Thursday)
Hourly Wage: $23-25 dependent upon experience
Reports To: Executive Director

Mission: To engage our community in the joyful, active exploration of science and innovation.

Job Description:

SEE Science Center has been engaging visitors of all ages in the pursuit of science discovery for over 30 years through museum hands-on exhibits, school field trips, outreach programs, virtual field trips, summer camps, early learners programs, science demonstrations and kits. Founded by inventor Dean Kamen, SEE is located in 30,000 square feet in the Manchester Millyard and serves approximately 50,000 visitors annually.

The Inclusion and Engagement Coordinator ensures that SEE is fulfilling its mission to serve all in its community through supporting development and communication efforts that connect SEE with key partners, keep stakeholders informed, cultivate new sources of support and help with fundraising logistics. A focus of these efforts will be in supporting the growth and management of funding streams that support SEE's Inclusion Initiative a set of 10 programs which help to reduce barriers to access at SEE.

Supervisory Responsibilities:

- None.

Roles and Responsibilities:

Inclusion grant writing and briefs – 30%

- Write grant and sponsor brief narratives for SEE's Inclusion Initiative working from SEE's large archive of existing narratives, research and metrics.
- Develop grant budgets with support of SEE's Executive Director.
- Work collaboratively with SEE's Executive Director and Education Manager when developing grants to support programming which increases access for underserved communities.

- Maintain SEE's internal grant calendar for submissions and reporting.
- Assist Executive Director on other grant writing as needed.

Managing SEE's Inclusion Volunteerism – 25%

SEE has two large volunteerism programs which focus on our inclusion efforts: Kit Building and Community Clean-ups. Kit Building efforts supported by both individual volunteers and increasingly large groups of corporate volunteers help to bring hands-on science experiences to underserved children at childcare, aftercare and Title 1 school settings. SEE hosts two large, and several small, community clean-up events to help reduce hazardous materials in and around the streets our community uses to get to the Science Center as well as City Parks which function as important 3rd spaces for our City's children, SEE's main service audience.

- Creating order lists for Kit Building supplies.
- Setting up kit building stations for weekly individual volunteers.
- Managing larger corporate kit building groups.
- Packaging kits to be distributed to end users.
- Helping to coordinate large community-wide clean-up events.

Special Events – 20%

- Soliciting auction and raffle items from local businesses for events.
- Helping with event logistics.
- Supporting special event planning.
- Coordinating event volunteers and staff.

Communication – 10%

- Helping write and compile donor communications (Annual Report, donor newsletters, email updates).

Cultivation – 15%

- Assisting with donor thank you campaigns.
- Managing donor recognition efforts.
- Donor database entry.

Required Qualifications and Skills:

- Strong writing abilities, no previous grant writing experience required.
- Highly organized.
- Ability to work calmly and pivot during events.

- Ability to forge relationships with those from a wide variety of backgrounds from donors to those we serve.

Education and Experience:

- High school degree or GRE required.
- Love of and interest in science.
- Previous experience working with underserved communities including individuals with disabilities, BIPOC, New American and low-income communities a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk or working on a computer.
- Must be able to lift up to 15 pounds at times.

SEE is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.