

Warehouse Assistant

Full or Part Time - Hourly - Non-Exempt

STEM Curriculum Kit Production team members are responsible for packing and refurbishing curriculum kits for use in our curriculum leasing program. Opportunities available for advancement.

Key Responsibilities:

- Inventory counting
- Materials preparation - Including cleaning, counting, sorting, packing
- Assist with staging shipments
- Occasional online order fulfillment
- Occasional makerspace production support
- Light cleaning & waste removal
- Assist with special events
- Other Duties as Assigned

Required Knowledge, Skills & Abilities

- Commitment to Excellence
- Strong interpersonal and communication skills
- Mobility, energy, and physical strength and stamina, including the ability to frequently lift 40+ pounds, climb platform ladders with boxes, stand for extended periods of time
- Mechanically adept with assembly tasks & small repairs
- Strong problem solving skills, including basic math and other calculations
- Able to multi-task & work independently
- Detail-oriented and organized
- Basic computer skills (MS Office 365, Google Suite)
- Available to work during normal business hours (M-F 8:00am - 4:00pm)

Benefits

- Flexible schedule
- Paid Time Off
- Retirement Matching Contribution
- Health/Dental Insurance (*Full Time*)
- Disability Insurance (*Full Time*)
- Life Insurance (*Full Time*)

About the Einstein Project

For the last 30 years, the Einstein Project has served as a non-profit STEM resource center, providing curriculum, instructional materials, and professional learning opportunities for educators. We have served educators and students in over 50 schools in different school districts, both public and parochial. We believe that all students deserve robust and enriching educational experiences. Unfortunately, schools and classroom teachers face a multitude of challenges preventing them from helping every kid to reach their potential. The Einstein Project is helping to change that by providing high-quality, engaging, hands-on instructional materials. We not only focus on student learning, but also instructional delivery. We aim to make STEM education easy by providing the supplies needed and completing much of the prep work necessary, allowing teachers to focus on students. We also strive to keep robust learning affordable by buying in bulk and keeping labor costs low. We rely on volunteers, work study students, seniors participating in federal employment programs, and adults with disabilities working in community support programs.

We expanded our impact by adding a makerspace and makerspace support for schools. Located in the Brown County STEM Innovation Center on the UW-Green Bay campus, our makerspace offers youth workshops, maker project kits, professional learning, and corporate creativity and team-building workshops. We offer community memberships, allowing adults opportunities to create, learn, and play as well. Quality STEM education experiences provide a pathway for everyone to make sense of the world and design a better future. For some, we are opening opportunities for exciting careers. For others we are cultivating skills for creativity and innovation. In all we do, an attention to equity, means that STEM is for everyone. For the 25,000+ students impacted annually, we are making a difference one experience at a time.

Contact Chad@einsteinproject.org to show you are interested or to learn more!