The New Mexico Out-of-School Time Network (NMOST) seeks a consultant to partner with the network on a project intended to better understand and improve the landscape for girls in out-of-school time (OST) STEM programs in New Mexico. NMOST will establish a coalition for gender equity in OST STEM and create a cohesive plan for policy and program development for the next ten (10) years. NMOST will work with coalition members to outline a forward direction for 2020 and beyond, focused on unique transformational strategies to increase the number of girls and young women participating in STEM. With input from coalition members, OST providers, and youth, NMOST will develop guidelines and materials to increase engagement of girls and young women in STEM programming, using available toolkits, research and best practices.

**Consultant role description:**

1. **Research:** The consultant will research and understand best practices for attracting and retaining girls and young women in STEM programs, identify unique STEM educational challenges for girls and young women and strategies to make programs more female-friendly and supportive. In the process, the consultant will identify sample curricula, and create a list of resources for program staff. Research will include three to five (3-5) interviews with past and/or current NMOST Advancing Young Women in STEM scholarship recipients.

2. **Facilitation:** The consultant will facilitate two (2) two-hour virtual meetings with coalition members. The meetings will take place in July and August of 2020.

3. **Agenda-building:** The consultant will work with NMOST staff to create meeting agenda for the two coalition meetings.

4. **Report:** The consultant will write up the meeting results into a final report. **Due date:** September 30, 2020

5. **Gender Equity Guidelines:** The consultant will produce a set of best practice guidelines based on research and input collected in the meetings with the coalition partners. **Due date:** September 30, 2020

**Consultant fee:** $5500

**Candidates:** Interested parties should submit a resume, writing sample and cover letter describing experience with facilitation and relevant background for the project, as well as planned methodology and approach to achieve project outcomes to Jeff McConaughy, NMOST Director of Policy and Communication, at jmcconauhgy@explora.us.