



136 Magazine St., #2 | Cambridge, MA 02139
www.scienceclubforgirls.org

Science Club for Girls: Program Manager

Science Club for Girls (SCFG), a Cambridge-based non-profit established in 1994, seeks dynamic, resourceful and collaborative individuals with experience with after school teaching and program management to join our program team. SCFG builds self-confidence, excitement and literacy in science, technology, engineering and mathematics (STEM) for girls and gender expansive youth in grades K-12, particularly from communities underrepresented in STEM. We do this by providing free, experiential and leadership programs in STEM in Greater Boston and Cambridge. This is made possible through the support of our many mentor-scientists and volunteers. Our staff is passionate, committed and entrepreneurial.

The Program Manager will join our team and manage K-8th grade Science Clubs and high school-aged Junior Mentors at multiple school- and community center-based sites in Boston, Cambridge and Somerville and virtually via Zoom. Programming occurs after school on weekdays, approximately 2:30-5:30pm, and on Saturday mornings, approximately 9:30am-12:30pm for eight weeks each semester. Program Managers will also assist with the preparation of activities and programming for *SCFGLive!*, our TV show that is broadcast live on Facebook, YouTube, and other partners and on demand via Comcast. Additionally, Program Managers will be responsible for running spring break and summer vacation programming. Duties take place at SCFG offices, out in the community and remotely. This is a full-time position. The Program Manager reports to the Program Director.

ESSENTIAL RESPONSIBILITIES

- Site Management
 - Provide on-site implementation of Science Club programs in person and/or virtually via Zoom each semester during weekday afternoons and some Saturday mornings
 - Support curriculum development and materials sourcing for semester-based programs and spring break and summer programming
 - Support program evaluation with participants and mentors in coordination with Program Recruitment Manager and Development Team
 - Recruit program participants; coordinate with site staff, parent liaisons, parents; conduct outreach in greater community through events and partnerships
 - Ensure quality of programming through weekly in-person, telephone, Zoom or email debriefs of meetings and other support for mentors and volunteers
 - Oversee classroom and behavior management in programs; work with Program Director and other staff to train volunteers to implement consistent strategy for participants across sites
 - Collect volunteer and participant attendance data; track participant information
 - Plan and implement end-of-semester event celebrating the semester and sharing with parents, other adults and friends
 - Work with Program Team to organize, acquire and maintain all supplies and materials for each club, making sure supplies are received by Zoom participants or to in-person program sites
 - Collect and analyze programmatic and organizational data with custom relationship management software, such as Salesforce



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- People Management
 - Train and supervise volunteers and mentors; provide on-site orientation and ongoing support
 - Train and manage Junior Mentors
 - Supervise interns or work-study students as necessary
 - Manage communications with parents and families; distribute curriculum overview and weekly emails
 - Manage communications with partners; attend appropriate school staff meetings and ensure open communication channels

QUALIFICATIONS

- Bachelor's degree or equivalent
- Minimum 1 year experience managing or teaching youth or afterschool programs, or science outreach
- Excellent oral and written communication and interpersonal skills
- Excellent judgment, time management and organizational skills
- Ability to take initiative, work independently and collaboratively as needed
- Knowledge and experience in community building
- Ability to give and receive direct and constructive feedback
- Ability to relate to diverse populations
- Dedication to gender equity and racial justice

Other requirements

- Fluent in Google Workplace (Google Docs, Google Slides, Google Sheets)
- Familiarity with Salesforce a plus
- Familiarity with video creation and editing a plus
- Ability to work flexible hours including some nights and weekends in addition to Saturday programming for certain weeks out of each semester
- Ability to lift at least 20 pounds
- Valid driver's license; access to a car
- Ability to be onsite for staff meetings and other coworking sessions

HOW TO APPLY

An applicant should send a cover letter highlighting relevant work experience and resume in pdf format to: employment@scienceclubforgirls.org, subject line: Program Manager.

This is an AA/EOE position. Persons of color and women are strongly encouraged to apply.

SALARY AND BENEFITS

Salary is \$50,000-\$55,000/year.



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Benefits include:

- Health and dental insurance
- Two-week vacation plus one week off at end of calendar year
- 12 paid holidays
- 5 personal/sick days/year