



Program Manager

Science Club for Girls (SCFG), a Cambridge-based non-profit established in 1994, seeks a dynamic, resourceful and collaborative individual with experience with out-of-school time science education to join our 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 STEM programs with mentorship by individuals who study or work in STEM. We remove barriers to access by providing all materials and planning programs in locations where our participants live and learn. Our programs are made possible through the support of our many corporate partners and funders, in addition to the mentor-scientists who volunteer each week to lead activities. Our staff is passionate, committed and entrepreneurial.

The Program Manager will join our team to lead several of our K-8 Science Clubs, as well as manage high school-aged Junior Mentors and adult Mentors at multiple school and community center-based sites in Boston, Cambridge, Somerville, and Malden, as well as virtually via Zoom. Programming takes place after school on weekdays and on Saturday mornings for 8 weeks each semester during the spring and fall. In addition, the Program Manager will be responsible for coordinating a four-day coding program for 20 middle school students during February Vacation Week and will serve as the assistant director for our Summer Rocketry program. The Program Manager plays a key role making sure that their programs run smoothly by bringing the program materials on-site, supporting Junior Mentors and Mentors, and providing support in the clubs as needed.

This is a full-time hybrid position. Duties take place at the SCFG office located in Cambridge, out in the community, and also remotely. Travel to local club sites is required. This role reports to the Senior 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 Saturdays
- Support program evaluation with participants and mentors in coordination with Evaluation Manager
- 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 Senior Program Director and other staff to train volunteers to implement consistent strategy for participants across sites
- Collect volunteer and participant attendance data and track participant information
- Plan and implement end-of-semester event celebrating the semester and sharing with parents, other adults and friends
- Work with Operations Team to organize supplies and materials for each club and responsible for transporting all materials to in-person program sites
- Collect and analyze programmatic and organizational data with custom relationship management software, such as Salesforce

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 1-3 years experience working in education such as summer programs, out of school time education or informal education, and/or community building.
- Experience working with youth
- Excellent verbal and written communication and interpersonal skills
- Excellent judgment, time management and organizational skills
- Ability to take initiative, work independently and collaboratively as needed
- Ability to give and receive direct and constructive feedback
- Ability to relate to diverse populations
- Interest in gender equity and racial justice
- Experience with Google Workplace (Google Docs, Google Slides, Google Sheets)
- Familiarity with Salesforce a plus
- Ability to work flexible hours including some nights and weekends
- Ability to lift at least 35 pounds
- Valid Massachusetts driver's license; access to a car

**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: SCFG: Program Manager.

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

SALARY AND BENEFITS

SCFG is located in Kendall Square, convenient to the Kendall/MIT MBTA station. This position is hybrid. Occasionally, SCFG participates in organizational or partner related events that occur on weekdays and weekends. The salary for this position is \$55,000-60,000/year. Benefits include 401(k) with a company match, health and dental insurance, 3-weeks paid time off plus one week off at the end of the calendar year, 12 paid holidays, and 6 personal/sick days annually. This position is open to Massachusetts residents only.