



## Science Club for Girls

### 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 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 and adult 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. Additionally, the position will include data collection and analysis for a longitudinal study of SCFG alumni as well as other special projects. This project will be for a limited period (approximately six months) and a new related project will be assigned at that time. Duties are hybrid and take place at SCFG offices, out in the community and remotely. This is a full-time position. The Program Manager 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 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
  - Assist with recruitment of 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 or Zoom debrief 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; 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 are transported to in-person program sites

- Collect and analyze programmatic and organizational data with custom relationship management software, such as Salesforce
- Data Collection and Analysis
  - Administer a longitudinal study of SCFG alumni to include:
    - Developing the survey instrument in collaboration with Program Team and External Partners
    - Gathering contact information for SCFG alumni from database and other sources Planning data collection via email, social media, mailings and other forms of outreach and survey distribution
    - Developing an incentive program to increase survey returns including gift cards, raffles or prizes
    - Working with Program Team and External Partners to analyze the data collected and with Development and Communications Team to engage in storytelling of SCFG alumni's trajectories
- People Management
  - Train and supervise volunteers and Mentors (adult volunteer club instructors) and Junior Mentors (high-school aged volunteer club instructors)
  - Provide on-site orientation and ongoing support to Mentors and 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 working in an after school science program
- Familiarity with data collection and survey administration
- 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 and Asana a plus
- Ability to work flexible hours including some nights and weekends in addition to Saturday programming for 8 weeks 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](mailto: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 \$55,000-60,000/year.

Benefits include:

- Hybrid schedule: SCFG staff work 2 days/week in the office and 3 days/week remotely
- Health and dental insurance
- Two-week vacation plus one week off at end of calendar year; 12 paid holidays
- 6 personal/sick days/year