

Program Manager

Science Club for Girls (SCFG), a Cambridge-based non-profit established in 1994, seeks a dynamic, resourceful and collaborative individual with experience in afterschool program management to join our program team. SCFG builds self-confidence, sisterhood and literacy in science, technology, engineering and mathematics (STEM) for girls in grades K-12, focusing on girls from communities underrepresented in the sciences. 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 manage our K-5th grade Science Clubs, 6-8th grade STEMinitas and 8-12th grade Junior Mentors programs at multiple school- and community center-based sites in Boston, Cambridge and Somerville which includes our participants and adult mentor volunteers. Programming occurs after school on weekdays, approximately 2:30-5:30pm, and on Saturday mornings, approximately 9:30-12:30pm. Other duties take place at SCFG offices, out in the community and remotely. This is a full-time position. The Program Manager reports to both the Program Director and the Executive Director.

ESSENTIAL RESPONSIBILITIES

- Site Management
 - Provide on-site implementation of Science Club programs at 4 sites each semester during weekday afternoons and Saturday mornings
 - Support curriculum development and implementation
 - Recruit program participants; coordinate with site staff, parent liaisons, parents; conduct outreach in greater community through events and partnerships
 - Recruit adult volunteers who study and work in STEM-related fields to serve as mentors in our programs
 - Ensure quality of programming through weekly in-person, telephone and email 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 science fairs culminating in the girls demonstrating their newly acquired skills and knowledge
 - Organize, acquire and maintain all supplies and materials for each club, making sure supplies on site

- Manage program-related expenses
- People Management
 - Train and supervise volunteers and mentors; provide on-site orientation and ongoing support
 - Support curriculum development and implementation, including summer program development for 2020 and beyond
 - Train and manage Junior Mentors
 - Supervise site assistants or work-study students as necessary
 - Manage communications with parents and families; distribute curriculum overview, weekly emails, take-home materials as available
 - Manage communications with partners; attend appropriate school staff meetings and ensure open communication channels
- Additional Responsibilities
 - Support curriculum development and implementation, including summer program development for 2020 and beyond
 - Perform program evaluation with participants and mentors
 - Collect and analyze programmatic and organizational data with custom relationship management software, such as Salesforce
 - Maintain program calendars, program-related web content
 - Contribute content to webpage, social media outlets
 - Support special event planning, outreach activities and other duties as directed; support other development efforts such as provide materials and data for grants and impact reports
 - Train new staff
 - Support efforts to organize materials and records for ongoing evaluation project

QUALIFICATIONS

- Bachelor's degree or equivalent, preferably in Science or Engineering
- Minimum 2 years' experience managing 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
- Ability to give and receive direct and constructive feedback
- Knowledge and experience in community building
- Ability to relate to diverse populations
- Dedication to gender equity and social justice

Other requirements

- Working knowledge of Microsoft Word, Excel, PowerPoint is required

- Familiarity with Salesforce a plus
- Familiarity with social media a plus
- Ability to work flexible hours including some nights and weekends in addition to regular Saturday programming
- Ability to lift at least 20 pounds
- Valid driver's license; access to a car
- Ability to be onsite for program team and staff meetings

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.