



Program Manager

Title:	STEM in the Park Program Manager
Department:	Stakeholder Engagement
Reports to:	Director of STEM in the Park
FLSA Status:	Exempt

The STEM in the Park Program Manager will be responsible for the daily management of an award-winning STEM outreach program, STEM in the Park. STEM in the Park focuses on expanding and diversifying the future Science, Technology, Engineering and Math (STEM) workforce through dynamic STEM events for students (specifically girls, students from low-income backgrounds, and underrepresented minorities), educators and STEM professionals (both at STEM companies and higher education institutions). The Program Manager will work with the Director and staff to plan, administer and implement our many programs, which aim to increase both access to and understanding of STEM fields to underserved populations throughout the greater Research Triangle region.

Duties and Responsibilities:

- Program-wide tasks
 - Oversee implementation of program events such as student facing STEM Fests, Educator Immersion Experiences and various stakeholder events and activities
 - Develop best practices in STEM outreach and mentoring K-12 students and teachers to refine events
 - Develop new events to expand student, educator and STEM professional reach
 - Refine evaluation and tracking of student, teacher and STEM professional impact through STEM in the Park events
 - Foster relationships with Local STEM Partner Coalition to advise program
 - Collaborate with Director on fundraising and other development opportunities
- Job specific program tasks
 - Further develop and expand yearlong student mentoring program
 - Develop strategies to begin mentoring program through Educator Immersion model
 - Develop events to foster a stronger connection with other Youth Serving Organizations in the Triangle
- Onboard and Supervise AmeriCorps VISTAs
 - Assist with hiring of AmeriCorps VISTAs (focus areas: social media marketing, data management and event planning).
 - Onboard VISTAs and acclimate them to program events and processes
 - Management of AmeriCorps VISTA tasks and weekly 1:1 VISTA meetings

Organizational Relationships:

Reports to Director of STEM in the Park. Works closely with AmeriCorps VISTAs, Frontier staff, students, educators and local STEM professionals.

Required Qualifications:

Requires a college degree in STEM, education or business; requires a minimum of three to five years related experience; previous experience in related industry (non-profit and/or economic development) preferred; a good working knowledge of STEM outreach models, event planning, fundraising and K-12 education is highly preferred.

Physical Demands:

Ability to communicate orally with students, collaborators, vendors, management and other co-workers; regular use of the telephone and e-mail for communication is essential.

Work Environment:

The job is performed indoors in a traditional office setting. Activities include extended periods of sitting, occasional fast paced events and extensive work at a computer monitor.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The Research Triangle Foundation does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor.

To apply, submit cover letter and resume to STEMinthePark@rtp.org, subject line "Application for Program Manager".