



## Virtual Assistant Site Director Role and Responsibilities

Our mission is to expose a diverse population of young girls to a high-quality STEM curriculum that inspires confidence in their pursuits of learning throughout the year.

The Virtual STEM Assistant Site Director (ASD) assists the Site Director in overall operations of the Virtual STEM Program. Assistant Site Directors interact with students, program staff, & STEM Superstars and are the representatives of Project Scientist in the communities they serve. They also work closely with program teams, supporting a creative and fun STEM-orientated environment that powers young girls to develop a deep love of learning and confidence in STEM. They support the Virtual STEM Program Welcome, Superstar sessions and classroom activities to create a fun and exciting STEM Program. ASDs are problem-solving leaders consistent with fine-tuning operational logistics, ensuring program efficiency, and executing a successful virtual experience. You will bring your own flair and expertise to create a site-specific culture that will add value to the Project Scientist vision and mission.

All Assistant Site Directors will be required to attend virtual training and orientation sessions. These sessions are **mandatory**. Those unable to commit to a training session will be evaluated on a case-by-case basis. Training schedule will be released after an interview has been completed.

### Virtual STEM Assistant Site Director responsibilities include:

- ***Support, Lead and Build Rapport.***
  - Participate in position and cohort specific staff introduction and prep virtual activities with the Site Director and Project Scientist Program staff.
- ***Oversee Operational Logistics***
  - Support the Site Director as needed to prepare for the Virtual STEM Program. Including the Welcome, Rosters and Zoom access.
  - Zoom expertise is a necessity.
  - Take attendance.
  - Create breakout rooms and sort students into correct classrooms.
  - Support the virtual classrooms as needed based on your cohort.
- ***Plan, Drive and Execute***
  - Run daily operations of Virtual STEM Program, creating a high energy, fun and positive experience for the girls.

- Ensure program efficiency through knowledge and understanding staff schedules, Superstar and Expedition Host schedules, Rosters and Zoom access links.
- Support Session management of photos, quotes and videos.
- ***Deliver on Customer Satisfaction***
  - Develop relationships and communicate with program staff and students.
- ***Take time to reflect on what's working and not working***
  - Have a collaborative approach and communicate reflections weekly with the Site Director through huddles after the students have left the Zoom.
- ***Safety & Inclusion***
  - Build and maintain a safe and inclusive environment where all students and staff can thrive.

## **QUALIFICATIONS:**

- College graduate or equivalent work experience
- Experience working with K-8th grade children
- Skilled in leading team projects
- Proven ability to effectively delegate
- Demonstrates ability to assess talent, coach, develop and manage performance
- Ability to manage and deliver on complex and competing priorities with time management and organizational skills
- Exercise agility for quick changing plans and situations
- Skilled at engaging all girls in a meaningful way

## **ABOUT US:**

At Project Scientist, our promise is to educate, coach, and advocate for girls and women with an aptitude, talent, and passion for STEM. Through engagement of top STEM companies, universities, teachers and hands-on curriculum our girls discover the endless opportunities available to them in STEM.

- The only focused effort of its kind, Project Scientist is designed to create a STEM pipeline starting with girls as young as 4 years old to advance girls and women in STEM.
- We create a captivating learning environment that inspires girls to be innovative through a hands-on STEM experience.
- We believe there is an Einstein in EVERY neighborhood.
- We encourage girls to embrace failure as part of innovations & provide the

support girls need to overcome it.

- Girls are immersed in a community with like-minded individuals who enjoy exploring the sciences and celebrating their accomplishments. The girls also acquire the leadership skills needed to thrive in today's competitive STEM environments!

### **To apply for the Project Scientist Assistant Site Director role:**

Please email your résumé to [hiring@projectscientist.org](mailto: hiring@projectscientist.org).

Applications will be accepted on a rolling basis. Qualified candidates will move forward with a phone/Zoom interview with Project Scientist Program Leadership. You will need to complete all onboarding and compliance training as needed for the role. Any employment is contingent on the successful completion of a background check.

Project Scientist is an Equal Opportunity Employer and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, gender, national origin, age, disability or genetic information. If you will need reasonable accommodations for the interview process, or have any issues with the application, contact us at [hiring@projectscientist.org](mailto: hiring@projectscientist.org).