



**DIVERSITY. EMPOWERMENT. STEM.**

## **Director of Programs**

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.

We are seeking a professional nonprofit program leader to design, implement, evaluate and continuously improve the program offerings of Project Scientist. This includes our virtual summer STEM Lab, virtual STEM after-school club, and STEM Academy.

In this role, you will be responsible for ensuring that our programs run efficiently and align with our mission, vision and elevated priorities. Leading, training, and mentoring a high volume of teachers and interns on the curriculum will be a focus for Project Scientist's Program Director.

### **We're looking for individuals with the skills to:**

- Program Design – We are committed to making our programs responsive to community need, and we are seeking a candidate who can support the growth of our programs.
- Program Execution – All of our programs run concurrently. We are seeking a Program Director who can manage multiple calendars, execute programs and events.
- Program Evaluation – As part of our strategic plan, we want to ensure our programs are as impactful as possible. We are looking for a

candidate that can collect, analyze, and report on our program outcomes and identify areas of improvement, when applicable.

- Knowledge of youth development principles and practices
- Initiative, self starter with an entrepreneurial spirit
- Evaluate program impacts, report on outcomes, and identify ways to continuously improve offerings
- Eagerness to learn and represent a growing brand
- Partner and implement recommendations from the Project Scientist's Scientific Advisory Committee
- Manage and develop staff of teachers and interns
- Provide personalized coaching & operational support for virtual learning platforms
- Reviews processes and recommends changes to incorporate state-of-the-art technology as appropriate into administrative, recruitment, marketing, training, and educational components.
- Provide operational support and training to program participants
- Develop monthly education sessions that are timely and relevant
- Proactively establish supportive relationships with educators, interns, administrators and staff.
- Create student STEM curriculum with an internal and external team
- Knowledge of youth development principles and practices, especially relating to issues of equity, inclusion and diversity.
- Coordinate with strategic partners to build a robust curriculum and real-world virtual engagement of the STEM workforce
- Success in this position will require flexibility and adaptability with the ability to quickly shift from one situation or task to another.
- A self-starter with superior organizational skills with excellent attention to detail and accuracy. They will also have exceptional presentation and communication skills both verbally and in writing with experience communicating effectively with broad and diverse audiences.

## Position Requirements

- A commitment to help girls grow, learn, and connect to STEM.
- 7 or more years of professional educational program experience demonstrating progression of program content development
- Experience developing corporate sponsorships
- Recent, relevant experience in all areas – program design, program execution and program evaluation
- Strong digital skills across G Suite, Zoom, Cisco, Salesforce, and Asana
- Experience managing a team
- Executive leadership management experience
- Excellent communication and collaboration skills
- Attention to detail
- Experience with managing long term partnerships
- Experience with curriculum writing and development

To apply for the role, please email your résumé to **hiring@projectscientist.org**. Applications will be reviewed and qualified candidates will move forward with a phone or in-person interview.

