



136 Magazine St | Cambridge, MA 02139  
[www.scienceclubforgirls.com](http://www.scienceclubforgirls.com)

## Science Club for Girls: **Program Manager**

Science Club for Girls (SCFG; [www.scienceclubforgirls.org](http://www.scienceclubforgirls.org)), a Cambridge-based non-profit established in 1994, seeks a dynamic, resourceful and collaborative individual with experience with after school teaching and program management, curriculum development and digital media to join our program team. SCFG builds self-confidence, sisterhood and literacy in science, technology, engineering and mathematics (STEM) for girls and those who identify with girlhood in grades K-12, focusing on girls 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 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. Additionally, the Program Manager would assist with our weekly live science show, *SCFGLive*, by writing episode scripts, editing footage, conducting outreach and co-starring weekly. 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 in person and/or virtually via Zoom each semester during weekday afternoons
  - Support curriculum development and implementation
  - Recruit 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, telephone, Zoom or email debriefs of meetings and other 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 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 to in person program sites
  - Collect and analyze programmatic and organizational data with custom relationship management software, such as Salesforce



- People Management
  - Train and supervise volunteers and mentors; provide on-site orientation and ongoing support
  - Train and manage 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
  - Perform program evaluation with participants and mentors in coordination with Program Recruitment Manager and Development Team
  
- *SCFGLive* Digital Programming
  - Will be trained in writing and editing 30-minute scripts for weekly episodes
  - Co-starring weekly on live show
  - Conducting outreach to broadcasting partners, corporate partners and volunteers to increase viewership and secure guest appearances
  - Editing video footage for broadcasting partners and social media outlets
  - Tracking and reporting data on viewership
  - Manage volunteers who help with script writing, editing and advertising
  - Work with communications team to advertise weekly episodes on social media platforms

## QUALIFICATIONS

- Bachelor's degree or equivalent
- Minimum 1 year experience managing or teaching youth or afterschool programs, or science outreach
- Experience with video editing software (YouTube, iMovie or other) including adhering to copyrights laws and practices
- Comfortable working on camera and leading live science show on television
- 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

- Fluent in Google Workplace (Google Docs, Google Slides, Google Sheets)
- Familiarity with Salesforce a plus



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- Familiarity with social media a plus
- Ability to work flexible hours including some nights and weekends in addition to occasional 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](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 \$50,000/year.

Benefits include:

- \$4000/year stipend for health insurance
- Two-week vacation plus one week off at end of calendar year
- 12 paid holidays
- 5 personal/sick days/year