**JOB DESCRIPTION**

**Position: Arizona STEM Ecosystem Program Manager**

**Reports to: Chief Operations Officer**

**Classification: exempt**

**Revision Date: December 2020**

**Salary Range: $48,000 - $55,000**

**POSITION SUMMARY**
The Arizona STEM Ecosystem Program Manager manages, organizes and coordinates the Arizona STEM Ecosystem and related programs, including but not limited to the Arizona SciTech Festival, AZ K-8 Consortium, Arizona Chief Science Officers and AZ STEM Schools Community of Practice. The Program Manager provides strategic guidance to teams, project managers and community organizers in alignment with SciTech’s mission of cultivating an ecosystem of conscious STEM communities through awareness, connections and empowerment. The Program Manager works closely with the Executive Director and the Chief Operating Officer to oversee program-specific implementation and operation. The Program Manager will oversee and manage employees and volunteers to develop efficient strategies and tactics to produce results and fulfill on grant deliverables.

**POSITION RESPONSIBILITIES**

* Manage, organize and coordinate the Arizona STEM Ecosystem and related programs, including but not limited to, the Arizona SciTech Festival, AZ K-8 Consortium, Arizona Chief Science Officers, Advanced Manufacturing Outreach and AZ STEM Schools Community of Practice (CoP).
* Provide strategic guidance to teams, project managers and community organizers.
* Oversee and manage employees, volunteers and vendor relationships to deliver desired results and achieve grant objectives.
* Create, develop, organize and monitor inter-connected projects to include, but not limited to identifying suitable strategies and objectives for such projects and coordinating cross-project activities and events.
* Lead and mentor project leaders and other staff, evaluate performance, as appropriate.
* Develop, set and control deadlines, budgets and activities for Ecosystem and related projects.
* Assess program performance and make pertinent recommendations to optimize potential return on investment.
* Gather data, prepare reports and present updates regarding program progress and achievements during, but not limited to, staff and board meetings, conferences and community engagement events.
* Participate in and contribute to regular staff meetings, “L10” weekly leadership meetings, the monthly touch base meeting and others as needed.
* Perform other duties as assigned.

**REQUIREMENTS**

* Proven experience as a Program Manager or in a similar managerial position.
* Program management techniques and methods preferred. Experience in the application of performance evaluation and change management principles preferred.
* Proficient in MS Office.
* Working knowledge of program/project management software (Salesforce, Zapier, G Suite) preferred.
* Completion of college level coursework in STEM related topics and prior experience working with 6th – 12th grade students preferred or an equivalent combination of education and experience.
* BSc/BA diploma in Management or relevant field experience; MSc/MA preferred.

**KNOWLEDGE AND SKILLS**

* Demonstrated leadership abilities.
* Outstanding verbal and written communication skills.
* Strong problem-solving skills.
* Ability to manage multiple tasks simultaneously.
* Attentive to detail.
* Demonstrated ability to collaborate and network with diverse communities.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position requires sitting for extended periods of time. Occasionally requires standing, squatting, reaching and bending. Requires ability to receive information through oral communication both in-person and on telephone. Manual dexterity needed for using computer keyboard. Occasional lifting up to 25 pounds. Must have adequate vision to operate computer and complete paperwork. Ability to travel throughout Arizona and work flexible hours to meet the needs of the program.

**WORK ENVIRONMENT**

This job operates in a professional office environment. The role routinely uses standard office equipment such as assigned work station, computer and copier available for use.

**CONCLUSION**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The Organization reserves the right to change, amend, add, delete**,** and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

**APPLY**

Applicants please send resume and cover letter to jbabendure@scitechinstitute.org describing how your experience meets the requirements, knowledge and skills outlined in this job posting.