



STEM/STEAM MANAGER JOB DESCRIPTION

Position Title: STEM/STEAM Manager

Category/FLSA Status: Full-time, Exempt

Supervisor: Chief Program Officer

Supervises: NA

Office Location: 1226 E. Weatherford Street, Fort Worth, TX 76102

Position Summary:

The STEM/STEAM Manager will lead STEM/STEAM initiatives and special projects to ensure opportunities for girls through curriculum-based programming, internships, partnership development and collaboration with workforce development. The STEM/STEAM Manager will create strategies to strengthen initiatives across Tarrant County for girls focused on innovation & equity.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Ensure fidelity of program implementation through grant compliance, oversight, and reporting.
- Establish and meet STEM/STEAM-related project implementation goals and timelines.
- Assign responsibility for and maintain documentation of agency-wide STEM/STEAM and special initiative programming.
- Collaborate with staff to enhance parental involvement in agency-related programs.
- Design programs for facilitators in Project Based Learning and curriculum development; analyze outcomes and report on findings.
- Create educational opportunities for youth through outreach to community and business resources.
- Organize, develop, coordinate, and train administrators and professional staff on STEM/STEAM best practices.
- Work collaboratively with schools, community organizations, government agencies, parents, students, and staff to implement STEM/ STEAM programs across Tarrant County.
- Assess efficacy of STEM/STEAM programming and revise curriculum, as necessary.
- Prepare accurate and timely reports as requested.

Agency Mission and Goals:

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.
- Participate in goal-setting for program objectives, strategies, and tactics.

Related Agency Activities:

- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings and conferences; work collaboratively with staff to meet goals.
- Participate in fundraising and volunteer engagement events as directed.
- Engage in approved continuing education opportunities as appropriate.
- Share the duties of answering phones and greeting guests.
- Serve as an ambassador for the agency.

Minimum Qualifications:

- Bachelor's degree in relevant field.
- Experience in STEM/STEAM-related programming.
- Experience in project management or project lead initiatives.
- Ability to present complicated concepts to diverse audiences.
- Ability to collect and analyze data and generate informative reports.
- Effective written and oral communication.
- Knowledge of Microsoft Office programs.
- Ability to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.

Preferred Qualifications:

- Master's degree in related field.
- Bilingual in Spanish.

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants. Work is typically performed in an office or classroom setting. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.