



Program Manager

Starting Salary Range: \$50,000 - \$55,000

Location: Tulsa, OK

Full or Part Time: Full Time

Supervisory: No

Reports to: Program Director

Date Opened: July 26, 2022

Position Description:

Under the direction of the Program Director, the Program Manager (PM) actualizes STEM experiences for students and expands the STEM ecosystem capacity through partnerships. This position will assume increasing project management responsibility based on demonstrated ability while partnering with TRSA staff to advance TRSA's mission of ensuring all students are STEM ready.

The Tulsa Regional STEM Alliance (TRSA) sits at the intersection of community partnerships, nonprofits, industry, and workforce development initiatives, and PK-20 school systems, shaping, creating, and supporting high-quality STEM education for all. Ideal candidates are actively reflecting on how parts of their identity might give them advantages in the workplace—even if you didn't ask for them or earn them—while others might experience disadvantages. They reflect on how their position and how their power may shift depending on their environment, the people around them, or the institutions at play. The goal of this reflection is to build the awareness and compassion that is needed and expected to create an inclusive workplace and broader STEM ecosystem. Ideal candidates work to create an inclusive environment and behave in a way that ensures that partners and colleagues feel embraced, respected and valued, engaged and connected to the community, and safe from abuse and harassment.

Collaborating with other Program Managers and the Community Engagement Manager, the PM is the primary lead on the development and enactment of student-facing STEM experiences within the College and Career Readiness and Competition program areas and creating formal documentation that ensures their continued success. The PM will be responsible for advancing the quality of youth experiences and promoting student confidence in STEM. The PM will also work to develop the capacity to inspire and prepare youth for a STEM-enabled future through the implementation of STEM competitions and events focused on increasing students' readiness for college and/or the workforce.

The PM will collaborate closely with the Community Engagement Manager to ensure the visibility of all TRSA programs for which the PM is responsible. Aspects of event planning and curriculum design are supported by close collaboration with other TRSA Program Managers. The PM will leverage continuous improvement practices to iterate on program design and implementation while communicating internally and externally to raise awareness and increase transparency.

This individual should be able to work independently and within a team environment, report on project progress through project management software, utilize all aspects of Google suite and Microsoft 365 to communicate effectively internally and externally, and leverage web tools such as Canva and MailChimp. Some local travel to TRSA-sponsored activities and occasional overnight travel is required.



Position Responsibilities:

- **Manage projects and events within TRSA College & Career Program Area.**
 - Ensure projects within the College and Career Readiness program area are aligned to TRSA strategic goals and meet program expectations developed in collaboration with the Program Director.
 - Cultivate partnerships, including appropriate documentation, to ensure sustainable experiences.
 - Manage logistical tasks (i.e., materials and finances related to the project) of projects within the College and Career and program area.
 - Collaborate with the Community Engagement Manager on promotion and advertisement.
 - Collaborate with the Community Engagement Manager regarding mentorship and volunteer opportunities.
 - Implement program evaluation improvement and seek new College and Career Readiness opportunities in coordination with the program team.
 - Manage materials and finances related to the College and Career Readiness program area in coordination with the operations team.

- **Manage projects and events within the TRSA Competition Program Area.**
 - Ensure projects within the Competition program area are aligned to TRSA strategic goals and meet program expectations developed in collaboration with the Program Director
 - Cultivate partnerships, including appropriate documentation, to ensure sustainable experiences.
 - Manage logistical tasks (i.e., materials and finances related to the project) of projects within the Competition program area.
 - Collaborate with the Community Engagement Manager on promotion and advertisement
 - Collaborate with Community Engagement Manager regarding mentorship and volunteer opportunities.
 - Lead planning committees for large-scale competitions such as the Tulsa Regional Science Fair and Drone Challenge.
 - Act as liaison between the Tulsa SeaPerch Competition and National SeaPerch Committee.
 - Create schedules and related documents for events and competitions.
 - Manage materials and finances related to the Competition program area in coordination with the operations team.
 - Implement program evaluation improvement and seek new Competition opportunities in coordination with the program team.

Other duties as assigned

- Support development efforts such as staffing major fundraising events or supporting documentation required for grant reports.
- Support special projects and initiatives of TRSA and its partners as needed.
- Support work led by other TRSA team members

Required Qualifications:

- Knowledge and understanding of the current STEM education landscape (including appropriate standards and relevant pedagogy)



- Bachelor's Degree or 3+ experience with STEM, education, or nonprofits
- Ability to work independently with minimal supervision
- Strong team support, organizational, project management, and time management skills
- Proficiency with technology, including Google Suite (docs, sheets, and slides, or equivalent programs) and Microsoft 365
- Commitment to working within a team environment
- Flexibility to thrive in a dynamic, fast-paced environment
- Consensus-building and conflict resolution skills
- Excellent organizational and communication skills (both written and verbal)
- Professional attitude and workplace demeanor
- Valid driver's license and reliable transportation
- Ability to travel locally regularly (1+ local trips/week) and overnight occasionally (<3 nights/year)
- Ability to lift up to 25 pounds, sit, stand and bend

Preferred Qualifications:

- Bachelor's Degree in a STEM-related field or Education
- Previous career experience in a STEM education environment
- 5+ years of experience in education or project management

Compensation:

- The annual salary range for Program Managers is set at \$50,000 to \$60,000.
- The benefits package includes health, dental, and life insurance, 50% 401k matching, 160 hours of annual Paid Time Off, 40 hours of monthly Virtual Office Leave allowing employees to work off-site, and 14 holidays.

Equal Employment Opportunity:

In any of its activities or operations, TRSA shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other basis made unlawful by applicable federal, state, or local laws or regulations. This policy governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.

Close Date: August 26, 2022, Interviews will be scheduled on a rolling basis before the close date for qualified applicants.