



Tulsa Regional
STEM Alliance

Program Manager

Out of School Time (OST) & Data Systems

Our Vision

We envision a thriving, collaborative, and inclusive community that is powered by a STEM-capable ecosystem.

Our Mission

Cultivate impactful partnerships and learning pathways that inspire and prepare all youth for a STEM-enabled future.

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

Location: Tulsa, OK

Full or Part Time: Full-Time

FLSA Status: Non-Exempt

Supervisory: No

Reports to: VP of Ecosystems

Date Opened: August 4, 2025

Position Description:

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. TRSA coordinates, strengthens, and directly provides opportunities, possibilities, and resources for educators and students in science, mathematics, engineering, and technology across the Tulsa region. By cultivating meaningful partnerships and pathways, educators are STEM-prepared, and students are inspired and prepared to be STEM-ready.

TRSA is seeking someone who thrives in a fast-paced environment, is driven to explore new ways to ensure TRSA is effectively listening and learning from our community, and who would be an active member of a team of nonprofit professionals who value creating possibilities together so that all students are STEM ready. 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.

Under the direction of the VP of Ecosystems, the OST & Data Systems Program Manager coordinates badge pathway development, supports partner training, and manages systems that allow stakeholders to track, celebrate, and improve youth engagement in STEM. The ideal candidate will bring a strong commitment to equity, a systems-thinking approach, and comfort with both relationship-building and data analytics.

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 office platforms such as Google suite and Microsoft 365 to communicate effectively internally and externally, and leverage webtools such as Canva, MailChimp, Hootsuite, and more to increase engagement with our community. Some local travel to TRSA-sponsored activities and occasional overnight travel is required.

Position Responsibilities:

- **Expand and align out of school time (OST) opportunities**

Examples of responsibilities include, but are not limited to:

- Coordinate and grow high-quality OST programming across TRSA STEM Hubs with a focus on geographic equity and community voice.
- Partner with STEM Hub leaders to co-develop strategic plans that increase participation by historically underserved youth.



- Support implementation of programs aligned with TRSA’s STEM Pathways framework, ensuring OST opportunities connect meaningfully to career exposure, skill-building, and credentialing.
 - Provide capacity-building support to partner organizations and site leads through coaching, curriculum resources, and best practice sharing.
 - Integrate digital badges and recognition systems into OST programs to promote student motivation and postsecondary readiness.
 - Collaborate with families, schools, and community organizations to reduce barriers to participation and strengthen youth and caregiver engagement.
 - Maintain program calendars, logistics, and partner communications to ensure seamless delivery and alignment with TRSA’s broader strategy.
 - Monitor participation trends, collect feedback, and contribute to continuous improvement cycles using both qualitative and quantitative data.
- **Manage TRSA’s digital badge infrastructure, partner training, and communications**
Examples of responsibilities include, but are not limited to:
 - Design, implement, and refine digital badge catalogs, criteria, and learning pathways that align with in-demand workforce competencies, career readiness frameworks, and TRSA’s STEM Pathways.
 - Collaborate with internal teams and external stakeholders to ensure badge offerings reflect local labor market needs, youth voice, and educator feedback.
 - Onboard, train, and support partner organizations to serve as trusted badge issuers, providing ongoing coaching, documentation, and quality assurance tools.
 - Facilitate internal and external training on badge platform navigation, data entry, value messaging, ICAP integration, and youth credentialing workflows.
 - Support partner adoption and sustainability by developing technical assistance materials, badge implementation guides, and peer learning cohorts.
 - Co-create public-facing materials and storytelling assets that celebrate youth achievements, demonstrate badge relevance, and elevate community partner contributions.



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- Monitor badge usage data and feedback to inform continuous improvement, equity of access, and alignment with TRSA's broader impact goals.
- Represent TRSA's badging model in cross-sector learning networks and statewide conversations about digital credentials and career-connected learning.

- **Drive continuous improvement and systems learning efforts across the ecosystem**

Examples of responsibilities include, but are not limited to:

- Develop continuous improvement strategies that recognizes and honors the diverse perspectives and talents of Alliance partners
- Oversee the use and integration of TRSA's data systems, including the CRM, badge platforms, and dashboards, to ensure accurate, timely, and actionable data across programs.
- Lead efforts to evaluate, refine, and scale OST programming using real-time data, reflection tools, and a continuous improvement framework rooted in equity and ecosystem design principles.
- Partner with TRSA staff and ecosystem stakeholders to analyze emerging needs, translate insights into action, and guide real-time program adjustments.
- Facilitate regular partner check-ins, feedback loops, and data reflection cycles to drive alignment and shared ownership of outcomes.
- Partner with cross-functional teams to identify emerging trends and design user-friendly tools (e.g., surveys, dashboards, templates) that help visualize and communicate progress.
- Build and document replicable practices that support scaling successful models, including partner engagement and data infrastructure in new regions or contexts.

OTHER DUTIES AS ASSIGNED

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



REQUIRED QUALIFICATIONS:

- Passion for STEM Education and providing high-quality events and programs for K-12 students and families
- Bachelor's Degree or 5+ years of experience in communications, marketing, or community organizing
- Detail-oriented
- 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:

- Experience with digital badging systems or alternative credentialing models.
- Familiarity with Individual Career Academic Plans (ICAPs) or career readiness frameworks.
- Background in informal STEM education or OST program coordination.
- Knowledge of the Tulsa regional workforce or education ecosystem.
- Experience using Salesforce, Canva, or other visual/CRM platforms.

COMPENSATION:

- The salary range for the Community Engagement Manager is set at \$50,000 to \$60,000.



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- 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 paid 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: November 28, 2025

Interviews will be conducted on a rolling basis.