

the Education team. As such, experience and comfort with reporting to multiple supervisors is necessary.

RESPONSIBILITIES:

Program Development and Implementation

- Launch a new STEM initiative focused on coding.
- Familiarity with STEM education programs, including experience with computer lab technology and software applications.
- Program management skills including experience with the programs cycle from an education lens (age appropriate content) and an administrative lens (cycle of promoting, vetting, recruiting program sites).
- Curriculum development skills to develop and/or revise curriculum tool kits, materials, and training modules geared at middle and high school students.
- Excellent communicator and relationship manager. Program manager will need to be an excellent communicator and navigator and must have excellent relationship management skills internally as well as externally. There are many components involved with this project and maintaining great working relationships with organizational team members as well as our grantor and affiliates in order to gain as much insight to propel the program forward is key.
- Identify and coordinate strategic support to Affiliate partners in program development, data collection, program evaluation, and program expansion and replication.
- Provide guidance and technical assistance to program sites to strengthen program model, delivery and outcomes.
- Develop, plan, and deliver effective training sessions to assist Affiliates in launching and successfully implementing the STEM programs at program sites.
- Arrange meeting logistics for all events and trainings.
- Monitor program implementation and collect accountability reports from participating sites.
- Establish and manage partnerships with STEM focused organizations and STEM funders.

Data Management and Evaluation

- Provide data collection support to Affiliates as they interact with UnidosUS data system (Fluxx).
- Grant management. Program manager should be able to keep grant deliverables and objectives top of mind when interacting with different stakeholders to ensure that program delivery is in accordance with agreement to grantor.
- Prepare funder reports and assist with grant proposals.
- Work with UnidosUS staff, program Affiliates, and evaluators to conduct a formal program evaluation of the CASA Code program.

Public Information and Communications

- Ability to cultivate strong working relationships with organizational team members as well as our grantor and affiliates to gain programmatic insights that propel the program forward.
- Prepare written internal and external reports, updates, materials, and other necessary communications.
- Work with the UnidosUS's Marketing & Communication team to create and manage information on the UnidosUS website and social media outlets.
- Support dissemination of college and career-readiness programs information, announcements, materials, and tools.
- Provide support in resource development and funding activities, including the preparation of proposals.

QUALIFICATIONS & REQUIREMENTS:

- Bachelor's degree from an accredited college or university.
- Minimum of **five years** of experience in education programs, preferably in a school, nonprofit, or STEM education setting, with at least **1-2 years** at a manager level.
- Minimum of **five years** of experience with curriculum and program development.
- Academic and/or professional background in STEM education fields, preferably coding.
- Robust understanding of the Latino community, commitment to social justice and to the UnidosUS mission.
- Demonstrated ability to engage a range of partners and support networks, including schools, community-based/nonprofits, institutions of higher education and the corporate community.
- Ability to manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities, deadlines, working both independently and as part of a team.
- Ability to work effectively with diverse constituencies and in a variety of situations.
- Strong organizational and administrative skills and attention to detail; organized, and a quick learner.
- Excellent verbal communication skills and ability to present UnidosUS effectively in various settings.
- Ability to self-start as well as communicate effectively across multiple teams and with multiple staff members in various geographical locations.
- Well-developed writing skills and ability to synthesize information from different sources and present it in a variety of written formats and styles for various audiences (e.g., activity and progress reports, manuals, articles, data analyses, and fact sheets).
- Flexibility to work evenings and weekends when necessary
- Ability to travel up to 30% including evenings and weekends as needed.
- Preferably bilingual (English/Spanish)
- Proficiency in Windows, Microsoft Office, communication software, and use of the Internet

Please note: Only those applicants who submit a cover letter and writing sample along with a résumé will be considered for this opportunity.

SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:

UnidosUS

1126 16th St., NW, Suite 600

Washington, DC 20036

or

hmail@unidosus.org

Subject Line: STEM Program Manager

Attn: Juliana Ospina Cano, Associate Director, STEM Education and College Readiness Programs

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.