



POSITION DESCRIPTION - PROGRAM MANAGER

Position Concept

Part-Time: September – May: 32 hours weekly / June – August: 22 Hours weekly (average)
Hybrid Position combining work-from-home and on-site work each week.

General Functions

The Program Manager's responsibilities include program and volunteer management, event coordination, community outreach, and administration.

POSITION ROLES & RESPONSIBILITIES

Programs

- Lead volunteer and educator management including registration, coordination and logistics
- Develop and manage program partnerships with local organizations, schools and employers
- Lead coordination of the *Future City* Program and WI Regional Competition
- Lead coordination of the *Engineering Machine Design Contest* and *Contrapt* Programs
- Promote program opportunities and recruit volunteers from employers and technical societies
- Represent and promote STEM Forward programs to area schools and at community events

Events

- Lead coordination of the Annual sySTEMnow Conference and Planning Committee
- Assist as needed with the Annual Golf Outing, Celebration of STEM, and other events

General / Administrative

- Manage the registration process and RSVPs for organizational meetings and events
- Arrange for meetings, including teleconferences calls, room scheduling, set-up
- Other duties as assigned

Skills and Qualifications

Required

- Well organized with demonstrated program / event management 3 + years experience
- Experience with Volunteer / Event Management platforms (i.e. Volunteer Local, RegFox)
- Ability to work effectively with a diverse group of people, including school administrators, employers, teachers, volunteers, students, and other community members
- Accuracy and attention to detail
- Bachelor's Degree / Associates Degree or equivalent experience
- Interest in STEM and alignment with STEM Forward's mission.



Desirable

- Knowledge of the community, K-12 education, and industry in SE Wisconsin
- Experience with accounting practices and software (QuickBooks)
- Valid Wisconsin Driver's License and vehicle

[STEM Forward](#) is a leading provider of educational outreach programs and events emphasizing Science, Technology, Engineering, and Mathematics (STEM) in southeastern Wisconsin. Founded in 1905 as *Engineers & Scientists of Milwaukee* and housed at the Milwaukee School of Engineering, STEM Forward is a 501c3 non-profit organization.

Mission: To promote STEM Education and careers to all students through collaboration with business, education, government, and the community.

Vision: *Inspiring a Future-Ready STEM Workforce.*

Core Values

STEM Literacy is fundamental to a successful society
Inclusion, access, and growth of STEM learning for all students
Exposure to all STEM fields
Responsible stewardship of organization programs and resources
Highest ethical principles in all we do
Positive competition and respect.