



STEM Mentoring Program Manager

Position Title:	US2020 STEM Outreach Program Manager
Department:	Planning & Business Development
Reports to:	Director of Educational Outreach
Salary Range:	Commensurate with experience
FLSA Status:	Exempt

The US2020 STEM Outreach Program Manager is a contract position at the Research Triangle Foundation (RTF) that will be responsible for the day to day operations of [US2020 RTP](#), which began its work in July 2014. The program aims to increase both access to and understanding of the STEM fields to underserved populations, specifically girls, students from low-income backgrounds, and underrepresented minorities. We do this through a variety of outreach efforts, central among them mentoring. The Program Manager will work to evolve programmatic elements with the Director of Educational Outreach and lead staff through the completion of tasks that help to deliver on its mission. The position is in many ways an extension of the RTF mission to provide high quality work experiences for the region, to support education, and to lift the lives of all North Carolinians.

Duties and Responsibilities

- Assist with the selection and hiring process of two AmeriCorps VISTAs that will serve as additional leaders and capacity builders for the program. AmeriCorps VISTAs will have content specific knowledge and experience in the following areas: data and database management; mentor recruitment; graphic and web design; PR and communications; and event planning.
- Develop and implement strategies to engage mentors and volunteers in opportunities with youth from US2020 partners in the Triangle region, and eventually beyond.
- Engage corporate partners and Triangle universities/colleges in the usability, accessibility and value in utilizing the web-based mentor-matching platform to match employee volunteer opportunities with positions that fit their schedules, expertise and skill levels in STEM mentoring.
- Serve as point person for K-12 school teachers and administrators regarding their needs and experience with receiving RTP employee mentors.
- Conduct site visits, create and utilize a field observation tool, and manage information gathering into opportunities to replicate successes across sites and course-correct quickly as needed.
- Work with the Communications Team at the RTP Foundation (RTF) to create content and ensure continuous coverage of and storytelling about the project on the RTP website, blog, press, and social media channels.

- Work closely with the Director and the industry partner coalition; seek guidance and support from them as needed.
- Lead fundraising efforts for US2020 and pursue grant opportunities that will benefit the program and its partners.
- Work to determine best practices, solutions to unforeseen challenges, find ways to leverage assets and knowledge sharing to better serve students with high-impact mentors and seek on-going opportunities to recruit corporate, non-profit, and school-based partners.
- Lead implementation of the evaluation and data tracking tools necessary to determine the level of success in raising student interest and achievement in STEM, amongst which groups, by how much, and how satisfied mentors and mentees are with their experience.
- At year's end, provide guidance, insight and suggest next steps for the future of the project in years to come.
- Oversee the planning and execution of various events, including periodic expos, company tours, and other STEM-related activities that support our outreach efforts.

Organizational Relationships

Reports to the Director of Educational Outreach. The position works closely with the RTF Conference Center and The Frontier on event planning and programming. The position will also interact regularly with the Communications and Business Development Teams at RTF on all issues relating to external communications and brand messaging.

Qualifications:

- Education/Experience: A bachelor's degree from an accredited four-year college or university. Degree in a STEM field or Education preferred.
- Knowledge of high-impact mentoring (experience in developing and evaluating high-impact mentorship preferred).
- Experience in capacity-building, movement building, and proven team building skills required.
- Ability to develop strong, positive and constructive relationships with Park company, K-12, and non-profit representatives required.
- Ability to work with people from diverse backgrounds, cultures, and skill levels required.
- Strong communication skills; presentation skills; problem-solving skills; influential/interpersonal skills and analytical skills required.
- Strong organizational skills, especially as they relate to evaluation, data, and contacts required.
- Ability to work with budgetary parameters.
- Supervisory/team management experience required.
- Positive attitude, sense of humor, a strong vision for and belief in the project and ability to collaborate, inspire and engage with all players and partners a must.

Work Environment:

The job is performed indoors in a traditional office setting with occasional site visits to schools, non-profits, industry partners, and off-site meetings. Activities are varied, and include fast paced events, planning sessions, desk work, and meetings with various stakeholders.

Qualifications/Resume Submittal

If interested in applying, please send cover letter and resume to:

The Research Triangle Park

Attn: Brett Brenton

12 Davis Drive

P.O. Box 12255

RTP, NC 27709

or via e-mail to brenton@rtp.org. No phone calls, please.