



Position Description

Position Title:	Manager, STEM Programs
Department:	Mission Delivery
Reports To:	Director, Programs & Community Engagement
Location:	Woodland Hills
Exemption:	Exempt

Position Summary

The Program Manager, STEM provides guidance and direction to staff for meeting council goals in Program Delivery and ensures successful implementation of annual functional work plans in this area. The Program Manager supports and promotes the overall Mission Delivery vision to direct reports, other council staff, volunteers and key stakeholders: “To grow and sustain membership through delivery of the Girl Scout Leadership Experience by community partnerships, volunteers and staff using the National Program Portfolio”.

Essential Duties and Responsibilities

- Lead our *STEM (Science Technology Engineering Math)* program focus area which includes our champion robotics teams and progressive STEM activities, with the goal of strategically positioning the organization as a leader in this type of programming for girls.
- Work collaboratively with all program team members, as well as member services, registration, fund development, and marketing staff, and numerous Girl Scout volunteers, to assure girls participating in any STEM related activities, events, and camps have the best experience possible and that all programming is consistent with the Girl Scout mission.
- Directly supervise two to four onsite program staff and through a matrix management approach, the STEM program team.
- To directly supervise program staff in a service center, while indirectly supervising focus area staff toward program accountability.
- Recruits, trains, and coordinates volunteers who mentor girls across an array of STEM initiatives, including Robotics.
- Effectively oversee all aspects of program delivery for STEM program focus area including, budget, service delivery, evaluation, and reporting to various departments within GSGLA.
- Create and maintain community partnerships that will generate exceptional program opportunities for girls interested in the focus area, as well as potential funding opportunities.
- Provide timely and effective communication with Director to ensure that program goals are met in alignment with the organizational strategic plan.
- Other duties as assigned.
- Understand the major accountabilities by functional area within Mission Delivery and work collaboratively to support enhance and promote Mission Delivery objectives and initiatives.
- Create and maintain community partnerships that will generate exceptional program opportunities for girls interested in the focus area, as well as potential funding opportunities.
- Provide timely and effective communication to ensure that program goals are met in alignment with the organizational strategic plan.

Skill, Experience & Education

- Experience in healthy living education required, and a minimum of at least five years of progressively responsible experience in developing and managing successful youth programs with diverse populations preferred.
- Strong experience in facilitating and conducting presentations.
- To provide courteous, consistent, professional and knowledgeable customer service.
- Demonstrated success in working with volunteers or managing and leading teams. Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative, and maintain confidentiality in a fast paced and challenging work environment.
- Effective communicator with the capacity to collaborate with others and be a team leader and player; conflict resolution skills.
- Possess effective meeting and project management skills.
- Knowledgeable of GSGLA annual goals, priorities and Mission Delivery strategic priorities.
- Understand and support GSGLA Employee, Member Services, Registration and Program policies and offerings, as well as GSUSA policies and standards.
- Interact positively, professionally and proactively with staff, girls and volunteers.
- Contribute to the planning and implementation of large scale program events, as well as other mission delivery events.
- Experience in the development and administration of work plans, budgets, and program evaluation.
- Ability to work varied hours, including nights and weekends as necessary.
- Detail-oriented with strong organizational and analytical skills, ability to plan, manage multiple projects simultaneously, prioritize, meet deadlines and ensure responsiveness in all customer interactions.
- Excellent interpersonal skills and the ability to achieve results in partnership with others.
- Excellent written and oral communication skills, with the ability to communicate clearly. English/Spanish fluency a plus.
- Proficiency with Microsoft Office, databases, e-mail, Internet applications, and research essential.
- Valid California driver's license, vehicle in working condition, proof of insurance, or the ability to fulfill timely and extensive travel requirements across widespread regional geography.
- Able to pass a criminal background check.
- Bachelor degree desired. Significant equivalent career experience may be considered in lieu of degree.

Please send a cover letter and a resume to AHand@girlscoutsla.org