

Program Coordinator

Job Description | 2021

IGNITE Worldwide is the answer to achieving gender equity in STEM. We work directly with educators during the school day to provide programming that promotes STEM education and career advancement for girls* from historically marginalized communities. Through our award-winning program we connect students with STEM professionals who live and work in their communities to promote interest, education, and career opportunities in STEM fields.

** We welcome any student who identifies as female, nonbinary, transgender, or agender. Our mission is focused on supporting underserved and marginalized youth, to encourage greater gender and racial diversity in STEM classes, clubs, opportunities, and careers.*

Job Description Our mission-driven nonprofit is looking for a collaborative and detail-oriented Program Coordinator. This position is responsible for ensuring the success of IGNITE Worldwide programs for girls and non-binary students, such as company field trips, career panels, STEM workshops and more. Currently, all IGNITE events are being held online. In the future, events will resume in person. Key responsibilities include timely and professional communications, using Google Suite applications to organize and utilize information, creating blog posts and managing event registration on IGNITE Worldwide's Wordpress website, and being a warm and welcoming organizational representative. The ideal candidate will be a highly-organized doer who is an enthusiastic collaborator as well as an independent worker.

To be successful in this role, you will bring excellent communication, administrative, and technical skills as well as the ability to interface professionally with partners at technology companies, volunteers, and local educators. This position will work with and report to the CEO and Regional Director.

Location Remote

Employment Type Full-Time, Exempt

Work Schedule Mon.-Fri., Business Hours

Compensation \$45,000 - \$50,000/year, DOE

Experience

- Working in non-profit environment: 3 years (preferred)
- Microsoft Office and/or Google Suite: 5+ years (preferred)
- Wordpress: 1+ year (preferred)
- Constant Contact or similar: 1+ year (preferred)
- Public education experience, ex.past teacher, etc. (preferred)

Qualifications

- Outstanding written and verbal communication skills
- Excellent technology skills

- Beginner-intermediate experience with Google Suite, Wordpress, and Constant Contact
- Strong organizational skills and a high level of attention to detail
- Ability to manage and prioritize multiple tasks
- Ability to work effectively with diverse groups, including STEM professionals, teachers, volunteers and students
- Maturity and professional judgement
- Resourceful and flexible, with the ability to anticipate challenges and act on opportunities
- Commitment to diversity and inclusion
- Motivated to learn and master new technology platforms
- Excellent troubleshooting skills
- A positive and empathetic attitude
- Commitment to cultivating and growing a community of women in STEM

Responsibilities may include, but are not limited to:

- Creating event blog posts in Wordpress following a standard procedure and template
- Data and file management using Google Suite
- Managing event registration information on our website using Wordpress
- Updating event management files in Google Suite
- Sending timely communications about event logistics to volunteers, companies, and teachers
- Meet with companies and teachers to build relationships, train, review event logistics, and continue partnerships
- Writing and scheduling email blasts for teachers and volunteers using Constant Contact and Canva
- Volunteer recruitment and management
- Collaborating with Program staff to ensure the success of IGNITE events

Apply To apply, email a cover letter, resume, and email and telephone contact information for 3 professional references, all in PDF format to careers@ignite-worldwide.org. Cover letter should describe your experience, qualifications, and why you are motivated to fill this position. Applications for this position will be accepted until the position is filled.

Thank you for your interest in IGNITE Worldwide!

Our Commitment to Diversity and Inclusion We are committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class. We are an Affirmative Action employer. We encourage individuals with diverse backgrounds to apply and desire priority referrals of protected veterans. If due to a disability you need assistance/and or a reasonable accommodation during the application or recruiting process, please send a request to careers@ignite-worldwide.com