



136 Magazine St | Cambridge, MA 02139
www.scienceclubforgirls.com

Program Recruitment Manager - Full Time

Description

Science Club for Girls (SCFG), a Cambridge-based non-profit established in 1994, seeks a dynamic, resourceful and collaborative individual with experience in volunteer recruitment, community outreach and/or youth development programming to join our team. SCFG fosters excitement, confidence and literacy in science, technology, engineering and mathematics (STEM) for girls and gender expansive youth in grades K-12, focusing on girls from communities underrepresented in STEM. We do this by providing free, experiential programs, held after school and on the weekends, in Cambridge, Boston and Somerville and virtual formats that are led by volunteer mentor-scientists, mainly women, who study and work in STEM fields. We recruit mentors and volunteers from a variety of sectors including academia, corporations and community organizations.

The Program Recruitment Manager is responsible for executing a strategy of volunteer engagement and building a vibrant community of volunteers to support the growth of our organization. You will work closely with stakeholders to ensure an integrated and fulfilling experience for all volunteers. You will build on the existing process for volunteer mentor scientist recruitment to develop all aspects of volunteer recruitment, placement, training, evaluation, and retention. This will include working with SCFG college campus mentor chapters and SCFG staff on volunteer opportunities for corporate and community partners. Reporting to the Program Director, you will work with a staff of passionate, committed and entrepreneurial individuals and a wide array of partners from various sectors to usher in a new era of growth, creativity, innovation and expansion for the organization.

ESSENTIAL RESPONSIBILITIES

- Align with SCFG mission to prioritize recruiting a diverse population of volunteers that reflects the communities SCFG serves: girls and women who are underrepresented in STEM by race (e.g., Black, Latina, Native American) and by socio economic factors (e.g., low-income family background, first generation college-bound)
- Coordinate all volunteer recruitment efforts through outreach to universities, professional societies, community organizations and corporations
- Oversee and implement volunteer recruitment and retention strategies
- Manage volunteer placement including interviewing, screening, and assigning volunteers
- Lead/run volunteer training sessions and create/update volunteer support materials and communications to implement a consistent strategy and experience for participants across sites (both in-person and virtual)
- Ensure quality of programming through weekly in-person, telephone and email support for mentors and volunteers
- Maintain outreach database and volunteer records including demographics, attendance and retention rates



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- Work with our Communications and Development Team to capture volunteer data and maintain website
- Utilize and refine tools to assess and evaluate volunteer performance and satisfaction
- Create mentor appreciation communications and events
- Create and maintain relationships with existing and new partner organizations for volunteer recruitment and for SCFG outreach including media outlets
- Oversee efforts to create and guide SCFG college campus mentor chapters
- Work with Program Staff to assist with volunteer management in clubs
- Recruit individuals and corporate partners for one-time events like packing events, appearing on career panels or appearing on our *SCFGLive!* science show
- Organize SCFG's Partner Packing Program where corporate volunteers purchase and pack materials for our clubs at least twice per year. This includes coordinating with multiple companies, providing them with lists of materials, ensuring that their company packing parties are successful and final materials are delivered to SCFG on schedule.
- Support or substitute for Program Staff as needed in virtual or in-person clubs and programming
- Participate in staff meetings, Program Team and partner meetings

QUALIFICATIONS

- Bachelor's degree or equivalent
- 1-3 years' experience in one or more of the following areas: volunteer management/training, community outreach, youth development
- Excellent oral and written communication and interpersonal skills
- Excellent judgment, time management and organizational skills
- Working knowledge of social media outlets and practices using Twitter, Facebook, Instagram, LinkedIn
- Ability to take initiative, work independently and collaboratively as needed
- Knowledge and experience in community building
- Demonstrated ability in leadership and relationship building
- Ability to relate to and work with diverse populations
- Dedication to gender and racial equity and social justice

Other qualifications

- Working knowledge of Google Workspace, Microsoft Word, Excel, PowerPoint is required
- Experience with video editing software a plus (e.g., iMovie)
- Experience working in a youth development and/or out-of-school time setting preferable
- Experience with event planning a plus



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- Familiarity with Constant Contact and Salesforce a plus (or similar email marketing/database tools)
- Ability to alternate between virtual and in-person programming and workspaces
- Ability to work flexible hours including some nights and weekends in addition to regular Saturday programming
- Valid driver's license; access to a car a plus

HOW TO APPLY

An applicant should send a cover letter highlighting relevant work experience and resume in pdf format to employment@scienceclubforgirls.org, subject line: Program Recruitment Manager.

This is an Affirmative Action/Equal Opportunity Employment position. Persons of color and women are strongly encouraged to apply.

Salary and Benefits

Salary is \$50,000/year.

Benefits include:

- \$4000/year stipend for health insurance
- Two-week vacation plus one week off at end of calendar year
- 12 paid holidays

5 personal/sick days/year