



## JOB DESCRIPTION

**Job Title:** Program Manager

**Reports To:** Executive Director

### Job Purpose

The Program Manager will develop, lead, facilitate, manage, and/or support outreach and enrichment DAPCEP programs throughout the year. The program manager will collaborate with university, corporations, PK-12 education systems, and other external partners to develop partnerships and programs that aim to achieve the DAPCEP mission; and other tasks/projects as assigned by the Executive Director. Skills needed for these responsibilities include the ability to develop and lead programs that are designed to deliver an integrative STEM education experience. Some nights and weekend hours are required.

### Primary Duties and Responsibilities may include:

#### *Student Programming*

- Design, deliver, and conduct assessment of existing DAPCEP programs, including review and improvement of content, oversight of logistics and documentation of results vs. objectives
- Create, plan, implement assigned DAPCEP PK-12 pipeline programs in a manner that ensures an inclusive environment for all participants
- Coordinate logistics, staffing, and contracting for DAPCEP buses for Saturday programs.
- Serve as program coordinator for specific boutique programs and special events, including serving as an instructor where appropriate
- Work to strengthen, build, and maintain strategic partnerships to provide opportunities for students from traditionally underrepresented and underserved communities to participate in programs designed to expose them to STEM disciplines and careers.
- Manage relationships with current and potential DAPCEP program providers, university partners, corporate partners, and school districts.
- Maintain a working knowledge of emerging national trends and best practices in the areas of outreach, pre-college initiatives, STEM pedagogy and diversity as it relates to student success
- Coordinate all aspects of the Fall and Spring Showcase events including university, parent, student, and vendor participation.

#### *Administrative*

- Forecast, reconcile, and manage assigned program budgets to ensure sound fiscal stewardship
- Develop and maintain a database and detailing DAPCEP programming and partnership opportunities for diversity, outreach, and broader impact requirements for funded research
- Create and manage a database of outreach contacts
- Create and manage a centralized database of outreach activities within the DAPCEP
- Assist with the collection and analysis of data, maintain program records, and monitor student progress
- Foster and develop collaborative partnerships with school districts, community organizations, and STEM based youth organizations
- Interface with Board of Directors to provide update on program activities
- Ability to utilize business software applications including Microsoft Office Suite and other Database packages
- Hire, train, and supervise temporary program staff



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### **Performance Expectations**

As integral part of the DAPCEP team, the individual is expected to:

- Be strategic and forward thinking and be able to deliver results often in short turn around time
- Possess strong project management, communication, and organizational skills and able to work independently
- Translate broad goals into achievable steps. Help set and manage appropriate expectations. Handle detailed, complex concepts and problems and make rapid decisions regarding program management. Plan and implement programs. Establish strong and appropriate relationships with the Executive Director, staff, governing board, program providers, parents, students and general community. Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines. Maintain a flexible work schedule to meet the demands of executive management. Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards. Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector. Demonstrate commitment to continued professional growth and development.

### **Qualifications**

- Master's degree Education or Curriculum and Instruction with focus in science, technology, engineering, or mathematics (STEM)
- Minimum (5) years teaching STEM subject matter in a K-12 classroom or K-12 out-of-school program
- Minimum (3) years of experience managing STEM PK-12 out-of school time program
- Excellent oral and written communication skills
- Knowledge and application of Next Generation Science Standards
- Experience creating, implementing and evaluating K-12 STEM programs and curriculum (*preferred*)
- Strong computer skills and experience utilizing technology, including social media, to deliver programs and services
- Ability to analyze and solve problems
- Ability to develop and lead programs that are designed to deliver an integrative STEM education experience
- Capable of self-motivation and an ability to use initiative
- Demonstrated organizational, management, and project management skills
- Demonstrated skill in fostering new relationships, budget management, and strategic planning
- Ability to build relationships of trust among various university and corporate partners
- Ability to effectively and efficiently develop and execute several key projects while simultaneously and continually setting priorities on emerging requirements and changing timelines
- Ability to maintain high level of confidentiality, discretion and integrity
- Exceptional interpersonal skills and ability to work in team environment with persons from diverse backgrounds
- Proven commitment to promoting equity and diversity and demonstrated sensitivity to the needs and concerns of a diverse and inclusive population
- A strong desire to improve opportunities for the academic success of students from culturally and socioeconomically diverse background

**Detroit Area Pre-College Engineering Program (DAPCEP) is an equal opportunity AT-Will employer.**