



TITLE: Program Coordinator (PC)

POSITION PURPOSE

The [CPASS Foundation](#) is seeking a dedicated Program Coordinator (PC) to join our team for a seasonal summer role, supporting our [STEMM Scholars Academy](#), a five-week high school residential Science, Technology, Engineering, Math, and Medicine (STEMM) program. As the PC, you will play a pivotal role in coordinating and supporting various activities that provide our Scholars with an immersive STEMM experience. Your responsibilities will span two campuses and require full-time commitment during weekdays, with some weekend responsibilities. Your journey begins on March 17th, involving approximately 10 hours per week, and transitions to full-time responsibilities starting in June. During your onboarding period, you will participate in comprehensive training sessions led by our experienced trainers. In June, you will assist in the training of residential and academic staff before the Academy begins in July. Please note that this role is in-person during July and August.

Position Details

- **Temporary Position: This is an exempt non-benefited position**
 - Leadership Team Training: Evenings and weekends beginning April 17, 2025 (Asynchronous and synchronous). *Subject to change based on hire date*
 - Program Management: April 18, 2025 – June 9, 2025, <10 hours per week
- **All Staff Training**
 - Training will take place from June 10 – July 3, with a mix of evening sessions (approximately 3 hours), full-day sessions (up to 8 hours beginning June 23), and asynchronous work.
 - Training will be conducted both virtually and in person, with schedules varying during this time. *Specific dates and times will be provided during the interview process.*
- **In-Person Training:** July 1 – July 3, 2025. (Full-time)
- **CPASS STEMM Scholars Academy:** July 5, 2025 – August 12, 2025 (Full-time, In-Person)
- **Compensation:**
 - This is an exempt non-benefited position
 - Stipend, \$9,000.00

Should the employee miss any hours or days of work, the daily and therefore total compensation will be adjusted accordingly. If your assignment ends earlier than we anticipate for any reason, your compensation may also be reduced accordingly.

- **Passion for Impact:** If you're passionate about working with underrepresented youth and dedicated to their growth, we encourage you to apply for this opportunity.

Role and Responsibilities:

As a PC, you will report to the Program Director (PD) and be responsible for ensuring the successful coordination and implementation of events for a group of underrepresented high school scholars during the five-week residential STEMM Scholars Academy. The scholars will be engaged in programming at our various program partner locations, including the Museum of Science and Industry, The Chicago School, and Lewis University.

Key Responsibilities:

As the Program Coordinator (PC), your role will encompass a variety of essential tasks:

- **Volunteer and Speaker Coordination:** Coordinate volunteers and speakers, manage communication, and ensure their alignment with program objectives.
- **Orientation and Interview Day:** Organize and oversee program orientation and interview day logistics, including agendas, materials, food, and transportation.
- **Supply Management:** Secure and deliver necessary supplies to both residential and academic staff, ensuring the smooth operation of the before, during, and post-program.
- **Room Reservations:** Manage room reservations on campus to facilitate various program activities and meetings.
- **Field Trips and Special Events:** Plan and coordinate field trips and special events, ensuring a seamless experience for scholars.



- **Meals and Snacks:** Organize meals and snacks outside of regular mealtimes on campus, and food for special events.

- **Staff and Scholar Move-in and Move-Out:** Prepare logistics for a smooth check-in process for staff and scholars, including parking, transportation, and room assignments.
- **Closing Celebration:** Coordinate the closing celebration, ensuring all aspects, including agendas, materials, food, lodging, transportation, etc., are prepared.
- **Academy Close-Out:** Oversee key wrap-up activities, including but not limited to thank-you notes, reconciling receipts and invoices, and compiling evaluations from scholars, staff, and stakeholders for program assessment.

ABOUT CPASS FOUNDATION

We introduce traditionally underrepresented middle school, high school, and college scholars to STEMM subjects, majors, and training. We encourage them to learn about the curricula, unique benefits, and the ever-growing job opportunities that STEMM-based companies like tech and health care offer. We aim to create multiple opportunities for Illinois-based scholars to participate in STEMM-related activities, receive an invaluable education, and continually grow in this intriguing field. The more they learn about STEMM, the more career opportunities – and confidence – our scholars can expect.

We educate scholars to realize that STEMM careers have expanded far beyond tech and into medicine and other health-related and creative fields. We partner with universities, medical schools, and other organizations to provide rewarding enrichment opportunities that strengthen STEMM-based skills. After school, weekend and summer programs are available.

Our STEMM Scholars Academy offers a unique opportunity for high school scholars to spend five immersive weeks on a college campus, exploring the wonders of STEMM alongside like-minded peers. The program's structure involves partnering with institutions such as the Museum of Science and Industry, The Chicago School, and Lewis University. Scholars return each summer they are in high school and are provided with diverse classes, including math, science, project-based STEMM workshops, college preparation, peace and social justice, and English language arts.

Moreover, the program extends support beyond the classroom, offering exclusive networking opportunities with STEMM professionals of color, industry partner visits, mentorship, and other valuable programming. Even during the academic year, scholars receive intensive math enrichment, attend career workshops, build networks, and access college prep resources—all at no cost.

Position requires walking, sitting, and standing day to day. Climbing stairs, running, and participation may be required during community activities. Lifting and carrying up to 20 lbs. of supplies may be required. Staff must adhere to COVID-19 safety precaution protocols put in place. All scholars and staff will be required to comply with the CPASS and university vaccine mandate for in-person programming. However, vaccine exemptions will be considered based on medical exemptions, disability accommodations, or religious objections on a case-by-case basis.

MISCELLANEOUS

- Performs other duties as assigned.

PREFERRED QUALIFICATIONS

Required Education: Bachelor's Degree in a Relevant Field: such as education, event management, or a related area

- **Minimum Competencies: Passion for Education:** A dedication to supporting underrepresented high school scholars in their journey through the STEMM fields.
- **Logistical and Organizational Skills:** Strong organizational abilities with the capability to effectively manage various aspects of program coordination.
- **Communication:** Excellent communication skills, including the ability to liaise with volunteers, speakers, staff, and scholars.
- **Resourcefulness:** The capacity to secure required supplies and resources for program activities.
- **Attention to Detail:** A keen eye for detail to ensure all logistical elements are perfectly executed.



- **Time Management:** Effective time management skills, particularly when coordinating multiple events and activities.
- **Team Player:** Ability to work collaboratively with staff and volunteers to achieve program goals.
- **Flexibility:** Adaptability to handle various tasks, including some evening work and field trips.
- **Commitment:** A strong commitment to the values and mission of the program and a belief in empowering young minds in STEM.

PERFORMANCE METRICS

1. Execution and delivery of assigned projects
2. Number of project deliverables that meet the expectations of the funders and collaborating partners
3. Satisfaction from team members and partners

HOW TO APPLY

- Complete an online application [here](#), the application includes a place to upload your resume and cover letter and to provide written responses to specific prompts.
- Address cover letters to the Hiring Committee. No phone/email inquiries will be accepted.
- Candidates must pass all background checks.
- This position is contractual.
- This position will close when filled.

Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. CPASS encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-conforming individuals.