

TITLE: Program Manager

POSITION PURPOSE

The Program Manager will be pivotal in supporting the CPASS STEM Scholars Academy and broader CPASS programming. This hybrid role has dual responsibilities: assisting the Program Director with program planning, Scholar recruitment, academic year programming, and serving as the Residential Director for the STEM Scholars Academy during its 5-week residential component. Additionally, the PM will manage grant activities, ensure that grantees meet reporting requirements, and support the Associate Director in building and maintaining relationships with current and potential program partners. The PM will report directly to the Associate Director, with a dotted line reporting relationship to the Program Director for the STEM Scholars Academy.

The position is a **hybrid role** that includes remote work and on-site activities. During the 5-week STEM Scholars Academy, the PM will serve as the **full-time Residential Director**, with availability during evenings and weekends for program-related activities. Outside of the summer program, the schedule will align with academic year programming, grant activities, and relationship management responsibilities.

Strong project and people management skills, with flexibility and collaboration, are essential for the Program Manager. They will assist in recruiting, hiring, and managing a team of seasonal staff to support the implementation of the STEM Scholars Academy. The Program Manager will provide leadership, guidance, and support to scholars, families, and community partners, ensuring alignment with the CPASS mission and vision. Collaboration will be key, as they will work closely with the Associate Director and other team members to ensure smooth program operations. Additionally, they will assist in monitoring program budgets, ensuring financial accountability, and supporting grant management activities. With a focus on flexibility, the Program Manager will adapt to changing program needs and help drive continuous improvement, positioning CPASS STEM programs as a national leader in STEM education.

ABOUT CPASS FOUNDATION

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

We educate students to realize STEM 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 STEM-based skills. After-school, weekend, and summer programs are available for every student.

KEY RESPONSIBILITIES

1. STEM Scholars Academy Responsibilities

- Program Planning & Support: Assist the Program Director in planning and executing academic year and summer programming, including curriculum delivery, logistics, and scholar engagement.
- Scholar Recruitment: Develop and execute recruitment strategies to attract diverse scholars to the STEM Scholars Academy, including outreach to schools, community organizations, and partners.
- Academic Year Programming: Coordinate monthly programming sessions for scholars, including scheduling, content development, and tracking scholar progress.
- Residential Director Role: During the 5-week residential program, oversee all aspects of the residential experience, ensuring scholar safety, well-being, and engagement in activities that promote learning and community building.
 - Hire, train, and manage residential staff to deliver high-quality, engaging experiences for scholars.

- Lead daily and evening activities, ensure adherence to program guidelines, and address any issues that arise in residential life.

2. Grant Management & Program Development

- Grant Activities Oversight: Oversee grant activities related to CPASS's various programs, ensuring compliance with reporting and tracking requirements.
- Data Management & Reporting: Collect, analyze, and manage data related to grant deliverables and program outcomes, ensuring timely submission of required reports.
- Relationship Building & Support: Assist the Associate Director in relationship management with current grantees, program partners, and potential collaborators.
- Identify New Partners: Proactively identify and engage with new program partners and collaborators to enhance the reach and impact of CPASS programming.

Miscellaneous

- Performs other duties as assigned.

PREFERRED QUALIFICATIONS

Required Education: Bachelor's Degree or higher, preferably in Science, Technology, Engineering, Math, & Medicine fields, education, public administration, or related disciplines.

Required Experience: more than 4 years

Desired area/fields(s) in which experience was obtained: working in an academic unit or industry or private foundation setting or the equivalent.

Must have at least three years of relevant experience in program coordination, educational programming, or youth development. At least **2 years of management experience**, including overseeing staff, developing program content, and ensuring program quality.

- **Experience in STEMM Programming:** Background in STEMM education or programming, particularly with high school-aged students or underrepresented populations.
- **Cultural Competence:** Demonstrated commitment to working with diverse populations, particularly BIPOC students and underrepresented communities in STEM.
- **Strong Project & People Management:** Ability to lead multiple initiatives, manage staff, and handle logistics effectively, ensuring the successful execution of program goals.
- **Grant & Data Management:** Experience with grant compliance, data collection, and reporting for program deliverables.
- **Residential Program Experience:** Experience managing residential or camp programs, including supervision of activities, safety, and staff.
- **Mission-Driven & Results-Oriented:** Committed to STEM diversity, with a focus on overcoming obstacles to meet goals and complete deliverables.
- **Self-Starter & Multitasker:** Able to manage multiple projects simultaneously with strong time management and organizational skills.
- **Entrepreneurial Mindset:** Adaptable, capable of handling shifting priorities and working autonomously in a fast-paced environment.

PERFORMANCE METRICS *(Describe how success in performing the key functions will be measured.)*

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.
4. Demonstrated leadership and vision in managing staff and major projects or initiatives.

5. Overall organizational success as measured by CPASS OKRs Dashboard.

MINIMUM COMPETENCIES: (Skills, knowledge, and abilities.)

- **Strategic Problem Solving & Analytical Thinking:** Ability to think creatively and strategically, using data-driven analysis to address challenges, develop innovative solutions, and quickly pivot in response to unexpected events while keeping activities on task.
- **Communication & Collaboration:** Strong written and oral communication skills; able to build relationships across diverse groups, including scholars, staff, and external partners.
- **Resilience & Adaptability:** Willingness to adapt to changing priorities, maintain a growth mindset, and manage multiple responsibilities in a fast-paced environment.
- **Relationship Building:** Respect for individual differences of everyone in the room; humility; patience when addressing situations; ability to listen to multiple perspectives; restorative approach to relationship building and conflict resolution.
- **Technical Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with project management tools.

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.

Salary Range: Commensurate with Experience

Benefits: 100% employee coverage for health, dental, vision, short and long-term disability. Also, a 403B employer match.

HOW TO APPLY

- Complete an online application [here](#).
- Address cover letters to the Hiring Committee.
- No phone/email inquiries will be accepted.
- Candidates must pass all background checks.
- This position is temporary to hire.
- This position will close when filled.

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