

**GIRLS INC. OF METRO DENVER**  
*Inspiring all girls to be strong, smart and bold*

**Job Description/Announcement**

**Position:** Manager of STEM Programs  
**Responsible to:** Director of Programs  
**Location:** 1499 Julian Street, Denver, CO 80204

At Girls Inc. of Metro Denver (GIMD), we believe the Girls Inc. Experience™ equips girls to navigate gender, social, and economic barriers and grow into healthy, educated, and self-sufficient adults who advocate for themselves and others. Learn more at [www.girlsincdenver.org](http://www.girlsincdenver.org)

**Position Summary:** The position will be responsible for developing, implementing, and evaluating Girls Inc.'s gender-specific STEM programs delivered on-site at our facility in the West Colfax neighborhood and through partnerships with local schools and community organizations. The position will supervise and oversee the STEM team and provide guidance and direction to volunteers and work studies/interns.

- **School Year Focus:** Develop STEM content, support STEM facilitation, host monthly Saturday STEM workshops and build STEM partnerships.
- **Summer Focus:** Implement *Eureka!*, a five-year STEM-based program, which includes a month-long summer camp on a local college campus, month-long externships with STEM companies and week-long trips and college tours.

**Status:** This is a full-time, exempt, salaried position based at Girls Inc. of Metro Denver with a salary range of \$51,000-\$63,000 annually depending on skills and experience.

**Schedule:** Schedule varies each week based on class assignments. Includes some early mornings, late weekdays and weekends, seasonal hours can vary. You will supervise and support at least two educators. View sample Educator schedules on our website at [www.girlsincdenver.org/employment-opportunities/](http://www.girlsincdenver.org/employment-opportunities/)

**Benefits:**

- **A supportive work environment** with flexible work hours, schedule, and comp time, professional development funds allocated to each full-time staff member, robust training for program staff with connection to the Girls Inc. National network including peer support and training opportunities, regular team meetings, one-on-one checks ins, and coaching with external consultants.
- **A culture of care** with paid family and medical leave, wellness program with cash incentives, sabbatical benefits, organization-wide retreats and team bonding events, generous paid time off, sick leave and at least 13 holidays per calendar year, quiet weeks where office closes to the public, and an employee emergency assistance fund.
- **A comprehensive benefits package** including 403b retirement plan including 3% employer contributions (no match requirement), high quality employer sponsored health plan (paid at 100%) with Dental/Vision additions available, Flex Spending, and additional life, cancer and hospital & accident insurance available

**Required Skills:**

- **Cultural Competence:** Has an appreciation for diverse populations, cultures, and economic experiences. Exhibits commitment to social justice values and anti-oppression analysis. Demonstrates a commitment to the positive parameters of GIMD's professional behaviors (see link above).
- **Youth Development & Facilitation:** Ability to facilitate and manage groups of at least 15 youth. Ability to inspire, stimulate and support youth self-empowerment and social emotional development from a feminist, anti-racist and anti-oppression lens.
- **Professional Assets:** Critical thinking and a belief that we can all learn from failure and improve outcomes through reflection. Flexibility with a higher tolerance for uncertainty and fast-pace that

comes from working in a youth-centered space. Self-starter skills with willingness to find solutions rather than wait for direction. Values collaboration and supporting colleagues to advance GIMD's mission. Curiosity and ability to make generous assumptions about themselves and others.

### **Job Duties:**

#### **Program Implementation (10%)**

- Support educators who facilitate hands-on/minds-on programs in an engaging and fun way that centers girls as leaders of their learning.
- Create a safe, and supportive learning environment through effective classroom management, asset-based and pro-girl approach, self-discipline, and culturally responsive practices.
- Provide coaching for girls across the organization with social emotional support, direction, motivation, and behavior management.
- Ensure that STEM Programs are meeting quality assurance standards.
- Oversee development of curricula for STEM Programs.
- Drive daily routes to pick up girls at local schools in GIMD's 15-passenger vans.
- Actively assist with program related logistics such as structured free time duty, opening/closing, supporting other educators and programs, etc.

#### **Leadership & Program Administration (80%)**

- In partnership with the Director of Programs, develop annual Plan of Action for STEM Programs; including: needs assessment, program goals, implementation timeline, staffing plan, and evaluation methods.
- Support the *Eureka!* Team in the planning and delivery of the *Eureka!* school year and summer programs and recruit a new class of 30 Eureka's each year.
- Develop and manage annual department budget.
- Create a team culture that promotes professional growth and development by provide ongoing supervision and mentorship to STEM Program staff
- Complete regular classroom observations, provide feedback and performance evaluations for instructors.
- Enter program data in the Compass360 system to maintain participant records: registration forms, attendance, classes delivered and completed evaluations.
- Build and maintain contacts with community leaders, school administrators, and youth development colleagues.
- Maintain familiarity with Girls Inc. programs, philosophy and initiatives and remain current with research from the national office and youth development trends and gender specific programs.
- Provide STEM program support to the Program Team, including content/curricula development, sourcing STEM opportunities, and building collaborations with STEM partners.
- Partner with the Manager of Training to train staff in STEM practices and evaluate STEM programs.
- Collaborate with partners to plan field excursions and schedule guest presentations.
- Work with Program Administrative and Evaluation Coordinator to manage dues and fees processes and collection of program payments.

#### **Organizational Support (10%)**

- Assist and occasionally oversee special events, including within other departments at GIMD.
- Assist with upkeep of shared spaces (ex: organize, clean, report repairs, etc.)
- Fully engage in trainings, team and staff meetings, and other learning activities.
- Perform other job functions as needed.

#### **Education/Experience**

- B.A. or B.S. in related field.
- A minimum of three years of experience leading youth development programs.
- STEM education experience.
- Experience facilitating, implementing and evaluating programs.
- Experience developing and maintaining community partnerships.
- Experience working with urban communities, diverse populations, cultures and economic experiences.
- Direct supervisory experience required.

**Qualifications:**

- Possess a valid Colorado driver's license, (or willingness to obtain one within a month of employment) with driving record that allows employee to be covered by agency auto insurance and drive agency vehicles (must be at least 21 years old) with at least 2 years of driving experience.
- Access to a personal vehicle to travel to school sites in Metro Denver. Mileage reimbursement provided.
- Verification of COVID-19 vaccination.

**Application Requirements:**

- Please complete the application form, which includes uploading your resume, at <https://forms.gle/hmvAusppKDs8K8g59> (case sensitive.) No cover letter needed. No phone calls, please.

**Application Deadline:** Positions will remain open until filled.

**Process:** Our interview process takes approximately 3-4 weeks from the day you submit an application.

**Organization Summary:**

Direct Service: GIMD serves over 2,500 girls and youth each year through comprehensive, research-based programs that help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round programs to girls in kindergarten through college that are delivered by trained, mentoring professionals in a positive all-girl environment.

Advocacy: GIMD is committed to advancing the rights and opportunities of all girls and young women, to eliminating the barriers girls face, and reforming the systems that impede their success. We approach this work through an equity lens focused on girls' inherent strengths and centers on girls facing multiple, intersectional challenges.

**Equal Opportunity Employer**

*Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.*