Program Associate,
CTX

Position reports to: Director of Programs

Location: Girlstart STEM Center, Austin, TX

**Job Description**
The Program Associate position supports key responsibilities in the implementation of Girlstart’s programming. Primary tasks include materials management, purchasing tracking, and supplies inventory as well as supporting additional program components. This is a great opportunity to make important contributions to Girlstart and the community while growing professionally and personally. This role will work primarily from Girlstart’s Austin office with the option to work remotely on occasion.

**Responsibilities**
- Oversee program materials, including:
  - Responsible for materials inventory, purchasing, and organization
  - Supporting the creation of materials lists, and pre-packing and packing checklists
  - Directing materials prep and packing
  - Oversee snack distribution
- Responsible for materials shipping, including:
  - Creating shipping labels and tracking packages
  - Establishing shipping schedules
  - Packing shipments
- Maintain purchasing records to be aligned with Girlstart’s budget
- Support Program Team with STEM CREW/volunteer management, including:
  - Help with STEM CREW management, including supervising office hours, updating the STEM CREW task list, and responding to communication as needed
  - Onboarding documentation (new hire form entry, background checks, training certifications, etc.)
  - Training organization and preparation
  - Support STEM CREW with curriculum and materials questions, prep help, general classroom management, etc.
- Lead programs and serve as Girlstart representative at community events (virtually and/or in-person) as needed
- Support Girlstart team with office operations (office organization, volunteer support, etc.)
- Contribute to the success of Girlstart’s strategic plan goals and other duties assigned as pertains to those goals

**Qualifications**
- Bachelor’s degree or minimum of two years in related experience in youth programming or informal STEM education
- Excellent written and verbal communication skills
- Positive, friendly, flexible and outgoing
- Effective organization skills and ability to manage multiple priorities effectively
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- Strong attention to detail and strength to manage both big and small
- Self-motivated with the ability to work as a team player and foster cooperative work
- Proven track record of meeting deadlines and deliverables
- Personal qualities of integrity, credibility and a commitment to the mission of Girlstart
- Reliable, dependable, and timely
- Ability to work a flexible schedule, including some nights and weekends, when needed
- Experience with Google Suite, Zoom, and working with remote teams

Girlstart is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Classification: Full-time
Salary: $40k minimum
Benefits: Medical, Vision, and Dental Insurance paid 100% for employee, Short/Long Term Disability and Life Insurance provided, 401(k) with up to 3% match, paid holidays, 27 days of Vacation/Sick

To apply please visit this link.