

Contract Job Description – Learning Blade Program Manager

Position title: Program Manager

Reports to: Sheila Boyington, President

Date Written: July 27, 2015

Location: Chattanooga, TN

Purpose: Work with the President to coordinate and implement the Learning Blade STEM curriculum in schools in multiple states.

Principal Duties and Responsibilities:

- Manage relationships with schools, school districts and supporting organizations
- Coordinate accounts and training among customers and our staff
- Create documents and materials that support the implementation of STEM curriculum

Other Duties:

- Assist with other STEM-related programs operated by Thinking Media, such as the Million Women Mentors movement
- Assist in identifying and securing financial support for Learning Blade and Million Women Mentors
- Become knowledgeable on the Learning Blade STEM curriculum portal

Skills and Knowledge Required:

- Ability to speak knowledgably and convincingly regarding STEM careers, STEM education and women's workforce issues
- Ability to engage effectively with school administrators and corporate managers
- Experience in using typical office software packages
- Ability to work effectively in self-paced environments and be enthusiastic about this work
- Solid computer skills and strong organizational skills
- Clear and concise writing abilities
- Sensitivity to good visual design

Minimum Qualifications:

- Degree in a STEM major or experience in a STEM career
- Demonstrated experience in coordinating communications and team members
- Demonstrated experience in writing emails, memos and other documents in related field
- Demonstrated experience with Microsoft Word, PowerPoint and Excel

Finalist(s) for this opportunity may be subject to a pre-employment criminal and credit background check as a condition of award.

Please send resume and additional info to:

Sheila Boyington

Sheila@thinkingmedia.com

423-309-3667