State Programs Manager - Million Women Mentors

About the Position:
Million Women Mentors (MWM) is looking to hire someone to support our 40+ state teams and grow our state initiative. As the State Programs Manager, you will work out of Chattanooga, Tennessee office and with incredible women and men, across the country, in their efforts to support girls and women in STEM. You will also work with the MWM national office and National Sponsors and Partners to coordinate their local mentoring efforts. The State Programs Manager reports directly to Sheila Boyington, National States Chair for MWM and President of Learning Blade®/Thinking Media®.

About Million Women Mentors:
Million Women Mentors, an initiative of STEMconnector®, is a national movement with the goal of getting 2 million STEM mentoring relationships for girls and women, encouraging them to choose, persist, and succeed in STEM fields and careers.

Position Responsibilities:
• Coordinate State Leadership calls with 40+ state leaders and prospective state leadership/participants
• Host statewide webinars and portal demonstrations for state leaders, companies and/partners
• Create email campaigns and events in Constant Contact for MWM Events/programs/ updates
• Set up State Leadership Accounts and State Pages on the MWM Website
• Create documents such as fliers, action guides, event invitations, walk-through, etc.
• Update the MWM State Leadership Toolkit
• Create PowerPoint presentations about MWM
• Design MWM Collateral as needed for the growth of the State Effort
• Coordinate State Speakers and create necessary collateral for the MWM Summit and Gala in October
• Respond to inquiries and provide appropriate resources to the State Leadership Teams
• Write articles about state activities for the MWM Monthly Newsletter I
• Redesign / update the MWM State of the State Report each Fall
• Work MWM booth at different STEM events

Requirements:
• Bachelor’s Degree in graphic design or related STEM field is preferred
• Excellent organization and writing skills
• Ability to take direction well, and execute independently with a certain amount of input
• Strong computer and graphic design skills
• Experience with Photoshop, Illustrator, and InDesign
• Strong Knowledge of Microsoft Office (Word, Excel, and PowerPoint)
• Dedication to their work and desire to learn

Benefits:
• Competitive salary
• Paid time off
• 401(k) (with possible employee matching)
• Healthcare, dental, and vision benefits
• Some travel opportunities for conference and events

If you are interested - please submit your cover letter, writing example or graphic design example that showcases your writing skills or graphic design skills and resume to Ashley.Post@Stemconnector.org