



Director of Operations

Who are we?

The Parris Foundation: S.T.E.M.ulating Minds (TPF) is committed to transforming the lives of underserved youth by inspiring the pursuit of Science, Technology, Engineering, and Math (S.T.E.M.). We are a grassroots non-profit where every voice is heard and innovators like you will be a key contributor to our small collaborative team. We are a place for visionaries who are just as passionate about creating change as they are about impromptu office dance parties. TPF is looking for professional self-starters who are ready to take initiative and support our growth. Are you ready to make a difference with us?

What will you do?

- Support the mission of providing interactive and engaging supplemental STEM education
- Be the go-to point person for decisions large and small when the president isn't available
- Manage logistics at the office and our program sites
- Day-to-day activities could include (but are not limited to):
 - provide executive assistance to the President
 - ensure we have all the supplies required to run our S.T.E.M. programs
 - maintain organization calendar
 - manage payroll and budgets
 - troubleshoot simple technology issues that arise
 - attend business meetings and take notes
 - actively seek ways to reduce program and operating costs
 - manage all databases and contact lists
 - create and maintain files for all program participants and staff

What are we looking for?

- A jack-of-all-trades who can quickly adapt to different situations
- A confident, agile, autonomous problem-solver
- A strong communicator who isn't afraid to ask questions or answer them
- A creative, innovative professional who takes responsibility for his/her actions
- An organizational guru with a keen attention to detail
- An ability to thrive under low-key pressure
- A long term commitment, integrity and sincerity
- At least one year of previous experience in a similar role
- Proficiency in Microsoft Office Suite and Google Products
- Bachelor's Degree
- Ability to speak Spanish is bonus (but not required)



Start date: Immediate

Job type: Full-time

Location: Harlem, New York

Benefits: Health, 401k, unlimited vacation, commuter plans, entertainment perks and snacks

To apply: Email resume and cover letter to: careers@theparrisfoundation.org with the subject "Director of Operations." Background check required.

More about us:

The Parris Foundation: S.T.E.M.ulating Minds (TPF) is dedicated to promoting educational opportunities and fostering awareness in S.T.E.M. via scholarships and free extended learning programs for underrepresented youth. Our marquee program, S.T.E.M.ulating Minds, combines fun, interactive activities with tutoring to enhance in-school learning. We believe that attracting young people to S.T.E.M. is the key to closing the achievement gap.

In 2009, the foundation set out to provide scholarships to students from disadvantaged backgrounds who were pursuing S.T.E.M. degrees. But we quickly found that a limited number of these students were interested in STEM disciplines. So in 2012, TPF launched S.T.E.M.ulating Minds for underrepresented youth in middle school to nurture an interest and passion in science from an early age. We later expanded to high school as our students got older and stayed in our program.

Each year, more than 100 students participate in free weekly Saturday instruction, take advantage of one-on-one tutoring, and receive scholarships to pursue a higher education in S.T.E.M. Core to the foundation's mission are the many volunteers who passionately guide students to that "Ah-ha!" moment and inspire enthusiasm for topics that kids might otherwise find inaccessible. And it's working! The foundation has given out dozens of scholarships and continues to nurture and support a diverse group of future S.T.E.M. leaders.