



Program Coordinator

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?

- Plan, execute and manage communications of our S.T.E.M.ulating Minds programs
- Design interactive program curricula
- Assess and tweak programs to maximize impact created for participants and volunteers
- Instruct middle and high schoolers in math and science (technology/engineering a plus)
- Invent new ways for students to engage in and have fun with S.T.E.M.
- Manage program evaluations
- Lead Chaperones on S.T.E.M. Field Trips
- Collaborate with parents and program participants
- Engage and monitor collegiate scholars
- Recruit, train, manage, and retain volunteer instructors, TA's and speakers
- Create and cultivate relationships among constituents (schools, other NPO's, vendors etc)

What are we looking for?

- A motivated, passionate Math and Science nerd and Techie like us
- A gentle but firm teaching style that is kind but doesn't allow backtalk or slacking
- A confident, agile, autonomous problem-solver
- A creative, innovative professional who takes responsibility for his/her actions
- A sunny disposition
- 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 two years of previous experience in a similar role
- Proficiency in Microsoft Office Suite and Google Products
- Bachelor's Degrees
- A strong communicator who isn't afraid to ask questions or answer them
- Ability to speak Spanish is bonus (but not required)
- Availability on 32 of 52 Saturdays (9-4) annually as well as Tuesdays and Thursdays until 7:30p



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.