**Position Title: Program Coordinator - Full-Time**

A 501c(3), Maydm provides girls and youth of color grades 6-12 with the skills, experiences, and connections to pursue careers in and change the face of STEM (Science, Technology, Engineering, and Math). We envision a world where all students know that a career in STEM is possible for them; a world where all students can pursue their dreams as entrepreneurs, developers, engineers, or professors in a STEM field.

Maydm, as an organization, was founded as a response to the overwhelming lack of technical training that meets the needs of low income students, girls, and youth of color. Our programs offer opportunities for youth to develop knowledge and skills in science, technology, and engineering. Throughout the year, we offer one-day workshops independently and in partnership with other community organizations. In these sessions, students gain introductory insights into a STEM topic and begin growing their interest in STEM. Each summer, we offer a series of multi-week immersive programs where students gain in-depth technical knowledge as well as go on site visits to local companies and engage in critical conversations on confidence and equity and innovation. These experiences create opportunities and experiences for students who may not have otherwise been able to participate in holistic STEM learning, for students to change the face of STEM.

**We are seeking an experienced, enthusiastic person to coordinate our Maydm on-site and off-site educational programs as well as our growing internship program. We are also especially seeking women, people of color, and bilingual (i.e. English/Spanish, English/Hmong) candidates for this position.** We strongly encourage you to apply even if you think you have some, but not all of the requirements listed below. You may be exactly what we're looking for and if so, we'll teach you the rest.

**Requirements:**

* Minimum 1-2 years of previous administrative experience
* Prior training or experience in internship program development and coordination, program administration, event planning, project management, and/or office management.
* Ability to work in a small, fast-paced nonprofit environment.
* Reliable transportation and ability to travel between Maydm’s office and offsite school-based and partner programs.
* Experience or knowledge of Diversity, Equity, and Inclusion principles or willingness to complete DEI training (we provide the training as part of your mandatory training for the position)
* Exceptional skills in the areas of organization, attention to detail, time management, ability to manage multiple projects, define and set priorities and problem solve.
* Excellent verbal and written communication skills
* Must be able to pass a caregiver criminal background check
* Must be legally eligible to work in the United States
* Experience with donor software CRM and online registration systems (i.e., Classy, Kindful, Amilia, etc.) is beneficial, but not required
* Background in STEM preferred but not required.
* Bilingual (English, Spanish) preferred.

**Responsibilities:**

The Program Coordinator plays a key role in supporting Maydm’s mission. The Program Coordinator supports the growth of Maydm educational and internship programs in alignment with our vision and mission, provides leadership and direction to interns and coordinates relationships with key internship site sponsors and corporate advisors, and provides administrative support for the overall functions of the organization.

**Essential Job Functions:**

**Program Coordination and Logistics - 40% of job**

* Handle logistics of educational programs, workshops and events.
* Work with the Program Manager to communicate logistics regularly with school administration, students, teachers, families, volunteers, and Maydm staff to keep informed of program updates and opportunities.
* Draft clear, concise reports and deliver findings tailored to the needs of specific partners and funders.
* Serve as contact point for Maydm program host locations.

**Internship Coordination and Logistics - 45% of job**

* Works with the Executive Director and Program Manager to establish the annual internship program schedule, number of positions available, number of internship sites, skill needs, and alignment with the content of Maydm immersive programs.
* Works with Program Manager to coordinate internship financial literacy and soft-skills curriculum, including arranging guest speakers, tutors, and mentors.
* Works closely with Maydm internship hosts to ensure smooth program execution.
* Works with the Outreach Manager to establish goals and plan for communications and student recruitment to achieve the proposed annual number of internship participants.
* Works with Outreach Manager to build strong relationships with current and future internship hosts and partners.
* Works with the Executive Director and Director of Operations to identify and track key performance indicators, metrics, and measurements to track internship program effectiveness.

**Executive Support and Office Administration - 15% of job**

* Assist students and instructors during Maydm’s open office hours with equipment, supplies, and general support.
* Provide administrative support for Executive Director and Director of Operations.
* Organize and maintain office and program inventories and identify reorders as needed, and submit invoices and receipts to Director of Operations.
* Address phone and email inquiries, website updates, and other general administrative tasks.
* Assist in other projects and duties as assigned.

**Schedule & Location**

The typical schedule is weekday business hours (8:30a - 5p, weekdays), but occasional weekend and evening work is required for Maydm events and meetings. Maydm is conveniently located on the near East side of Madison, WI.

**Benefits and Compensation**

The salary range for this position is $42,000 - $48,000 based on demonstrated experience and credentials. Maydm also offers health, vision, and dental plans, sick leave, long-term disability, life insurance, accidental death and dismemberment insurance, paid holidays, personal time off, a casual and inclusive work environment, and flexible hybrid (part remote/in person) work schedule.

**How to Apply**

Submit a current resume and cover letter with salary requirements to [careers@maydm.org](mailto:careers@maydm.org).

**This position will remain open until filled. Target start date is mid-September, 2023.**

*The above list is intended to describe the general nature and level of work being performed by people assigned to the position. The list is not intended to be an exhaustive list of all responsibilities, duties and skills required.*

Maydm, Inc. (“Maydm”) is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws.Maydmstrictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), sexual orientation, gender (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All Maydm employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.