

PROGRAM SPECIALIST - STEM Columbia Service Center, Columbia, SC

Girl Scouting is the largest organization for girls in the world. Our mission is to build girls of courage, confidence, and character who make the world a better place. Through activities in science and technology, business and economic literacy, and outdoor and environmental awareness, Girl Scouting provides girls with opportunities for fun and friendship while fostering the development of leadership skills and self-esteem.

Girl Scouts of South Carolina – Mountains to Midlands council is the largest organization serving girls in South Carolina. The council has a current membership of close to 10000 girls, more than 2,500 volunteers and a staff of 45 (plus an additional 50+ seasonally). With an annual council budget of \$3 million, our service is currently supported through three administrative service centers, five camps, four out-based offices, and three troop program sites.

POSITION SUMMARY

The **Program Specialist, STEM** is responsible for creating, aligning and offering a variety of progressive program activities and events to include delivering such programs that support girl and troop programming around STEM, aligning with the Girl Scout Leadership Experience.

OBJECTIVES / RESPONSIBILITIES

- Develops and maintains relationships with key community partners who share our commitment to encouraging girls to ask questions about the world, to problem solve, and to use their natural creativity and experience; and recognize the value/need for more representation in STEM careers.
- Collaborates with community partners, businesses, and volunteers to deliver a robust progressive program.
- Establishes, organizes and maintains site-based partnerships and relationships, providing girls with exposure to how interests and knowledge can turn into careers and how much STEM is used in the majority of jobs.
- Identifies and secures resources (e.g. sponsorships, donations, in-kind, etc.) to provide cost cutting ways to offer affordable programs to girls.
- Develops, promotes and delivers customized series, events and camps that result in membership growth and retention, use components of the National Program Portfolio and grow increasingly sustainable through volunteer delivery of the Girl Scout Leadership Experience.
- Collaborates cross-functionally with GSSC-MM staff to increase awareness of STEM programming opportunities for girls and volunteers.
- Recruits, trains and manages volunteers for the effective delivery of Program.

QUALIFICATIONS

- Undergraduate degree required from STEM program, with advanced education preferred
- A minimum of 3 years directly-related STEM experience.
- Demonstrated commitment and ability to interact with diverse populations, engaging commitment and community support
- Demonstrated experience and ability working with girls of various ages, and abilities
- Strong communication skills to speak effectively before large and small groups
- Exceptional written, verbal, listening and interpersonal skills with the ability to be diplomatic, persuasive, and build support and commitment
- Excellent listening and interpretive skills in order to identify, assess, and respond to customer needs
- Demonstrated ability and proficiency to perform data entry with extreme accuracy
- Superior organizational skills, with the ability to carry out a variety of responsibilities with shifting priorities

- Meticulous attention to detail, organizational and time management skills; the capacity to manage daily workflows and deadlines with equanimity

REQUIRED, SPECIALIZED, OR TECHNICAL KNOWLEDGE

- Professional, demonstrated experience in STEM knowledge
- Demonstrated superior time management skills, working independently to prioritize while managing multiple deadlines
- Superior networking and people skills plus the ability to approach and communicate with and to diverse audiences
- Demonstrated presentation skills, and ability to create the messaging according to the specific audience
- Skilled in Outlook, Word, Excel and documenting customer interactions in Salesforce or similar database program with the ability to run queries and reports
- Ability to work a flexible schedule, which includes day travel and some evenings and weekends
- Perform tasks that involve the ability to exert light physical effort with may include some lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (40-50 pounds)
- Must hold personal membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law
- Must have personal transportation and the ability to drive; possess a valid South Carolina driver's license, maintain personal auto insurance meeting council insurance company's requirement for coverage, and submit to drug test and background search

BENEFITS

- Rich, comprehensive medical (BCBS plan), dental, and vision benefits that includes Council covering 15% of the employee costs; dependent coverage is also offered
- Fully-funded Employer paid Life/ AD&D insurance plan (also offering supplemental options to include dependent coverage)
- Fully-funded Employer paid Short-term and long-term insurance disability plans to ensure you have that extra coverage if needed
- Robust 401(K) Retirement Savings Plan with employer match to support you saving for the future
- Generous PTO accrual by pay period along with holidays and floating days
- Mileage reimbursement for those travel times
- Employee Assistance Program offering a vast array of support and guidance to include Will preparation, saving for a mortgage, etc.
- Flexible Spending Account that helps you save even more with medical needs

HOW TO APPLY

This Vacancy Notice will remain active until all position openings are filled. For consideration, please forward your cover letter, resume and salary requirements to humanresources@gssc-mm.org.

E.O.E