



Program Assistant

Title: Program Assistant

Reports to: Program Manager, Training & Quality

Status: Non-Exempt

Schedule: Part-Time

Location: Flexible (preference for Bay Area, CA Seattle WA, or Washington DC Metro Area)

Organization Overview

Techbridge Girls (TBG) is an award-winning national nonprofit organization bringing science, technology, engineering, and math (STEM) education to all girls* across the US. For over 20 years, TBG has reengineered the way STEM education is taught, centering our girls' brilliance and potential, with an emphasis on increasing STEM access, belonging, and persistence for BIPOC (Black, Indigenous, and people of color) youth from marginalized communities. We believe that without BIPOC girls' experiences, values, interests, voices, and brilliance, we will never experience the full possibilities of what STEM can do for our world, and we have set a goal to reach one million girls by 2030. TBG takes a holistic approach towards engaging girls emotionally and intellectually, by equipping educators with gender and culturally responsive practices, engaging families to support their youths' persistence, and connecting role models to inspire and encourage, ensuring that girls leave the TBG program equipped to bring their brilliance and unique experiences to thrive in the STEM revolution. This approach continues to set TBG apart as a STEM equity leader. With an annual organizational budget of approximately \$4 million and roughly 21 employees, Techbridge Girls is poised for bold growth to increase its impact. For more information, please visit www.techbridgegirls.org.

Responsibilities include:

Program Coordination & Logistics

- Support the Program Managers, Training, and Quality (PMTQ) with the execution of Techbridge Girls programs within partner sites (e.g., @Home, Inspire, ChangeMakers and EYH).
- Support the PMTQ with overseeing the Educator Advisory Committee.
- Act as a liaison between educators and TBG staff.
- Provide day-to-day support for the purpose of educator support as needed including correspondence, program logistics, and research.
- Coordinate and/or conduct training, workshops, and office hours to support site partners.



- Collect data (e.g., stories, quotes, testimonials) to support the development of communication initiatives and funder reports.
- Act as a liaison between the Program & Quality and Growth & Partnership Departments.
- Support the logistics of the learning management system as needed
- Support curriculum development efforts as needed, including copy and content editing, formatting, uploading and sharing through learning management software

Department Administration

- Provide administrative support for VP of Programs & Quality and P&Q team.
- Support social media presence and marketing efforts .
- Assist in other projects and duties as assigned.

Relationship Management

- Provide excellent customer service to partner sites, volunteers, and funders.
- Provide technical assistance to partner sites.

Qualifications

The Program Assistant will be committed to Techbridge Girls strategy, mission, and vision. All candidates should bring at least two years of administrative experience. They should also have experience serving students from marginalized communities. The ideal candidate will have:

- The ability to work in a diverse team and develop strong working relationships with others.
- Superb written and verbal communication skills, interpersonal skills, and ability to multitask.
- Demonstrate great attention to detail and a strong project manager.
- Some experience delivering training and using Zoom or other video conferencing tools.
- A deep understanding of the “Twin Truths” around the brilliance of our youth and the racialized trauma and gendered inequities they face.
- A strong practice of self-reflection and examination of own biases and privilege. A commitment to interrupting inequity on a personal and professional level.

OUR TEAM

We dream big and we work hard. Our work is challenging and fast-paced. You will join a collaborative team of leaders who value equity and inclusion as the foundation of advancing our urgent mission. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other, our partners, and all our program participants.



Appreciation matters here, and comes to life in how we celebrate each other's milestones (birthdays, work anniversaries, individual appreciation days), as well as team wins. We also express appreciation to each other in how we give and receive feedback and how we set goals. We continuously look for new ways to maintain a culture where our people's talents are nourished and can shine. We offer paid vacation, health, and dental benefits, life insurance, professional development opportunities, and the ability to join a 403(b) retirement plan with an employer contribution, and more.

HOW TO APPLY

Please compose a cover letter that describes your commitment to the mission of Techbridge Girls and how your experience fits the qualifications of the position. Please email your cover letter, including compensation requirements, and resume with the subject "Program Assistant" to jobs@techbridgegirls.org

Techbridge Girls is a social justice organization committed to creating a fair and equitable society for all girls to thrive and succeed in STEM no matter their background, race, ethnicity, socio-economic status, gender identity, and/or orientation. As a Black woman-led organization comprised of over 70% people of color, we are committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their authentic brilliance to move the Techbridge Girls mission forward. We are an equal opportunity employer, committed to addressing issues of racism and inequity internally and externally.