

**Position Summary:**

Rise High Inc. is a non-profit corporation that operates the Rise High Program, a Science, Technology, Engineering, and Math (STEM) exposure program serving under-resourced middle and high school students in the Schenectady community with the desired outcome of overcoming barriers to academic, personal and wellness development. Students explore a variety of technical topics, taught by local professionals through hands-on learning, inspiring students to consider careers in STEM. We work closely with our partners and volunteers to develop content that inspires and challenges students. We currently serve about 120 students, ranging from 6 through 12 grade. The program meets on Saturday mornings roughly 20 weeks during the school year.

Discover a career with purpose, motivating youth to aim high in their education and career pursuits. The Associate Director will join the Rise High leadership team, executing the mission of the Rise High program.

**Position Responsibilities:**

- Serve as a resource and advisor to the Executive Director on STEM educational curriculum, related technology, external relations, and administrative matters.
- Develop volunteer recruitment strategy. Lead a successful and sustainable volunteer program as an integral part of the organization.
- Lead the volunteer team of mentors, instructors, and operational volunteers in partnership with the Executive Director and Curriculum Leads.
- Support the planning and execution of periodic organization events (fundraisers, orientations, recruiting events, training meetings, annual holiday party and graduation)
- Oversee the information technology team to help plan and coordinate operational needs.
- Manage adult on-boarding, paperwork, and background checks.
- Serve as central administrative resource and “go to” person for Saturday sessions. Ensure materials and supplies are ready for each session.
- Perform other duties as directed by the Executive Director.

**Essential Skills:**

- Team Leadership skills
- Project Management
- Demonstrated proficiency in MS Office including Excel, Power Point, Word
- Demonstrated proficiency using and managing collaboration platforms, preferably Google Drive
- Very detailed-oriented and highly organized
- Disciplined at establishing and executing organizational processes
- Efficient at multitasking
- Strong written and verbal communication skills in English
- Highest commitment to professionalism, integrity, and confidentiality

**Preferred Experience:**

- Experience in executing STEM educational experiences
- Bachelor’s degree in Education, STEM, or Administration field

**Non-technical Traits:**

- High integrity and ability to work in an environment with a diverse group of partners, volunteers, and families
- High attention to detail and desire for excellence
- Highly responsive to addressing needs with strong and timely communication skills
- Initiating and Self-motivated
- Ability to work efficiently both independently and as a team
- Resourceful
- Must be able to maintain a high degree of confidentiality

**Location:**

- Work from a designated location in the Capital District (currently Urban Co-Works, Schenectady).
- Work up to 21 Saturday mornings on the Mohonasen School Campus (Rotterdam)

**Expected Hours:** 40 hours weekly including up to 21 Saturday mornings 5-hour shifts. The candidate must be able to work most of the Saturday morning sessions and events of the Rise High Program.

**Physical Demands:** The physical demand characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Rise High Inc. is committed to complying with the guidelines set forth under the Americans with Disabilities Act.

- Must be able to stand, lift 40 pounds
- Regular use of the telephone and e-mail is essential.
- Sitting for extended periods of time is common.
- Ability to travel as needed in the Schenectady area
- Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
- Occasional move about the office to access files or office equipment, operate a computer and other office productivity machinery, such as a calculator, hand held devices, copy machine, and computer printer.
- Good manual dexterity for use of the common office equipment such as computers, printers, and copiers.

**Job Types:** Full Time

**Salary Range:**

Full-Time: \$60 - \$75,000 per year depending on experience

**For more information about the Rise High Program, visit <https://risehighstem.org>.**

**To apply for this position, please submit a resume and cover letter to Gretchen Belanger at [gbelanger@risehighstem.org](mailto:gbelanger@risehighstem.org).**