



Position Title: Programs Assistant

FTE: 0.75 - 1.0 FTE

Salary Range: \$40,000 - \$55,000 dependent on experience

Starting Date: Ideal start date is Oct 1st - Oct 15th, 2024

Location: Augusta, Maine (with hybrid or remote options)

The Maine Math & Science Alliance (MMSA) is a 501(c)3 nonprofit organization that finds inspiring new ways to get people excited about science, technology, engineering and mathematics today, so that our youth can become the innovators and workforce of tomorrow. MMSA supports educators by:

- Developing professional development experiences for and with K-12 educators
- Conducting research and evaluation of STEM learning experiences
- Building relationships and networks to sustain systemic statewide improvement
- Providing high-quality professional development and programming that can influence the future of our state

MMSA nurtures a work culture that is very team-oriented, welcomes a mix of diverse staff with diverse backgrounds and includes some of the best talent in STEM education, including researchers and curriculum specialists. We offer ample opportunities for professional development for continuous growth and skill enhancement.

Essential Duties and Responsibilities

The role of Programs Assistant is critical to the success and the organization and all of our programs. This position will be the main point of contact for all participants and volunteers across all of MMSA's programs. This position will work closely with all programmatic and administrative staff to coordinate program activities, events, trainings, meetings, etc. This position will be expected to work from the MMSA office in Augusta at least one day per week and will be expected to travel occasionally (including rare overnights) at locations elsewhere in Maine (with travel expenses paid by MMSA).

Responsibilities of the Programs Assistant:

Program Support

- Event coordination (including workshops, meetings, professional development engagements, conferences, project advisory meetings, summer institutes, summits, and symposiums)
- CMD Management via AirTable: update participant contact information, coordinate stipend paperwork, and maintain all electronic event files
- Handle program correspondence and maintain electronic files
- General programmatic support

- Manage the organization of the storage room and inventory
 - Order, track and distribute materials for event, workshop, and meeting use. •
- Meet at least monthly with each project manager to assess upcoming event, workshop, and meeting needs.
- Maintain the events database including caterers, vendors, venues. •
 - Maintain excellent communications with staff and program participants. •
 - Be proactive about assisting staff and participants.
 - Follow through on details.

Requirements of the Programs Assistant:

- Experience in administrative and logistical support
- Excellent organizational skills
- Demonstrated experience with event coordination
- Demonstrated database management, past experience using Airtable is a plus
- Demonstrated experience in computer usage and applications
- Ability to follow directions, ask questions, and follow through with a project giving attention to detail
- Excellent written and verbal communication
 - Rigorous attention to detail is essential for success in this position

Benefits of the Job:

- Attractive health plan with low to no contributions
- Employer-paid family dental, family vision, Life, STD, LTD
- Up to 10% 401K match
- 14 paid holidays
- Paid time off for birthday and floating holiday for religious purposes
- 20 paid vacation days
- 15 paid sick days

Please send a letter of interest that outlines your experience against each of the selection criteria above and resume by email to hr@mmsa.org or by regular mail to Human Resource Director, PO box 2246, Augusta, ME 04338

Materials should be submitted by **September 15th** to ensure full consideration.

Maine Mathematics and Science Alliance is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization. MMSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.