



POSITION DESCRIPTION: Technology and STEM Exchange Program Manager
(Full time: 2-year contract with possible extension)

WHAT THIS IS: A unique opportunity to manage a virtual exchange program focused on STEM and robotics, connecting students from the US, Morocco and Libya. You will refine curriculum, build relationships with Robotics teams across all three countries, and develop and facilitate four unique exchanges, taking place on Saturdays in the fall (September) and spring (April) over the next two years.

WHO YOU ARE: An experienced educator or youth development professional with a strong international or STEM background. At your core, you are passionate about connecting youth to the world. You are adept at facilitating youth-led programming and helping students take charge of their own learning and leadership while taking action in the community. You are an organized, highly motivated self-starter who works well in a fast-paced, dynamic environment and enjoys collaborating with students, teachers, non-profits and STEM focused businesses.

Major Duties and Responsibilities

The primary role of the Technology and STEM Exchange Program Manager will be to provide support to Global Ties KC and its associated partners, specifically KC STEM Alliance, in developing and implementing the FIRST Robotics Virtual Exchange, connecting students from the US, Morocco, and Libya over 4 unique virtual exchanges. Exchanges will take place on Saturday's during September and April 2023-2025. Other weekend activities will include meeting with FIRST teams and taking part in other FIRST activities.

- Your full focus will be on the FIRST Virtual Exchange Program, developing curriculum, overseeing partner subawards, and recruiting and onboarding teams from all three participating nations.
- You will work with Middle and High School administrators and educators, area employers, post-secondary partners, and other STEM non-profit organizations to identify and create opportunities for students.
- You will regularly correspond with all partners across KC, and in Morocco and Libya
- Creation of marketing material for the program, including handouts, curriculum packets, and social media content.
- Manage projects including coordinating data collection and program evaluation efforts in coordination alumni engagement activities for the program.
- Additional projects will include grant writing to support the long-term continuation of the program.

Position Expectations

This position reports directly to the Global Ties KC President/CEO.

Requirements

- Bachelor's Degree and a strong interest in international exchange.
- **Experience working with High School students, with FIRST Robotics, and/or involvement in implementing virtual exchanges a plus.**
- At least three years' experience in an educational or related not-for-profit industry setting developing programs and working with diverse populations.
- The right fit for this position will be very detail orientated, and capable of juggling a variety of tasks simultaneously. No two days are ever the same in our office.
- This position will be primarily **in-person in Kansas City** with a minimum of one-day a week at the Global Ties KC office, one-day a week at the KC STEM office, and the expectation of participation at in-person activities throughout the year and travel to KC area high schools. You may have an opportunity for international travel to Morocco in 2024.
- Strong writing and communication skills.
- Flexibility and ability to adapt to changing work demands, as well as ability to juggle multiple tasks and deadlines. Ability to work on concurrent projects with minimal supervision required.
- **Language experience in French and Arabic a plus.**
- Ability to exercise discretion and sound judgment, reliability, professionalism, confidentiality, and cultural sensitivity.
- Proficient with Microsoft Office; specifically, analytical experience with Microsoft Excel and PowerPoint. Familiarity with Adobe Acrobat Pro preferred.

Compensation

\$39,000-\$43,000 a year, depending on experience.

To apply, please do the following:

1. Please submit a cover letter describing your interest and qualification for the specific position for which you are applying
2. Include a current resume
3. Provide a list of three to five references, including a recent supervisor or someone familiar with your work

Please include a joke within the text of your email. Submit via email (preferred) to info@globaltieskc.org

Only applications submitted per the above procedure will be accepted for review. Global Ties KC is an equal opportunity employer and is committed to a diverse and inclusive workplace.