



## Elementary / Middle School Program Manager

### About Us:

HYPOTHEkids (Hk) is an education and youth skills development 501(c)(3) non-profit dedicated to inspiring, educating, and preparing K-12 students with the science, technology, engineering, art & design skills and experiences necessary to pursue 21st century opportunities in NYC. Hk was established in 2013 as the outreach initiative of Harlem Biospace, a biotech incubator for early-stage life science companies. Hk connects students from the most underserved communities to today's cutting-edge biomedical science and healthcare industry.

**Hours:** Full-Time (40 hours per week)

**Location:** HYBRID-in person (3-4 days/wk) and remote (1-2 days/wk), in West Harlem office

**Salary:** \$58,500.00

### Job Summary:

Reporting to the Director of Operations and Executive Director, the Elementary / Middle School Program Manager provides leadership for the development, management, and delivery of the HYPOTHEkids programming for k-8 students and oversees Hk elementary instructors, operations associates, interns, and volunteers.

Essential Duties and Responsibilities include the following (Other duties may be assigned):

- Management & Programming:
  - Maintain consistent and professional communication with clients/program sites
  - Oversee administrative aspects of programs to meet the objectives of funders
  - Collect and analyze data to determine the effectiveness of programs
  - In collaboration with a specialized curriculum consultant, suggest and implement improvements to lessons, programs, and services
  - Plan and manage outreach activities for increased awareness of programs
- Teaching & Training
  - Gain a thorough understanding of each hands-on science lesson to properly prepare them for students
  - Train Hk instructors on how to deliver trainings to external program staff and/or teach hands-on science lessons directly
- Operations & Logistics

- Delegate logistics tasks to operations associate, interns, and volunteers and ensure proper completion
- Manage the ordering of supplies and materials for our hands-on-science lessons
- Track all purchases and diligently manage supply inventory
- Pack and ship kits to client sites.
- Enter, manage, and keep updated program-related data through our project management system, Monday.com.

#### Qualifications

- Bachelor's degree (Science or Education) required.
- Teaching experience or equivalent experience preferred.
- Proficient in the use of Google Workspace and Microsoft Office (Excel, Word, PowerPoint).
- Ability to be adaptable and flexible; must be able to manage multiple priorities effectively
- Strong critical thinking and situational judgment skills.
- Enjoy working with numbers and maximizing efficiency.
- Able and willing to follow complex operational procedures.
- Have a can-do attitude and a diligent work ethic.
- Love of learning and curiosity about science.
- Sense of humor and appreciation of colleagues.
- Are creative!