

Program Specialist (Program Delivery Partner)



Position Summary

Reporting to and working in close collaboration with Operation Managers, the Program Specialist serves as a coordinating member in their community for their assigned program and area. This role actively participates in aligning their community to state-wide objectives, increases access to underserved / underrepresented communities and engages in strategic discussions on behalf of their community regarding funding, scalability, sustainability and needed resources.

Primary Duties and Responsibilities

This is a guide to generally outline the responsibilities and expectations and may be modified as deemed appropriate by **FIRST in Texas**.

- Work within their Service Area to recruit, support, and improve access to their assigned FIRST program by identifying needs and eliminating process barriers to participation.
- Work with staff and volunteers to plan, support and evaluate assigned Program operations within their Area.
- Report directly to their assigned Operation Manager for your Program and Area.
- Work with many key contacts in the Area, including other Program Specialists, **FIRST** Senior Mentors, Key Volunteers and Funding Partners and may manage a small staff of dedicated hourly employees and/or volunteers.
- Support the mission and strategic goals of **FIRST in Texas** and follow the **FIRST** Code of Conduct and other policies / guidelines set forth in the Employee Handbook and Standard Operating Procedures.
- Facilitate all assigned Program activities within the Area, including team registration, outreach and support; volunteer recruitment, placement, and training; and workshops and competition event coordination.
- Develop and lead the local Planning Committee for your assigned Area and Program. Work with **FIRST in Texas** staff to ensure consistent event planning and execution is within budget to include identification of venues, vendors, equipment, donations, sponsorships, and other necessary resources for a successful event and overall general Program support in the Area.
- Work in partnership with the **FIRST in Texas** to create and manage a budget to support the delivery of their Program in their Area and help the Development Director identify any sponsors needed to help close any budget shortfalls.
- Create a welcoming and accommodating environment in which volunteers are successfully able to contribute their time and talent toward the mission of **FIRST in Texas** and ensure all volunteers comply with the **FIRST** Youth Protection Program (YPP) training and engagement guidelines by using approved systems.
- Work with the Communications Manager to develop real time social media content, monthly content for e-news about local Area programs, team highlights and content specifically needed for sponsor recognition.
- Produce regular communications to Area teams and within the Area using approved communication systems and procedures.
- Collect and report out on feedback and recommendations to ensure participant, volunteer and spectator experiences are favorable and enjoyable.

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- Research and propose needed equipment and resources to the Events and Logistics Manager to help support your Area, improve the quality of Program delivery and assist in sustainability.
- Attend and participate in the World Championship event, and other state conferences.
- Other related duties as requested.

Abilities Required

- **Project Management:** Experience in planning, leading, and managing projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors
- **Entrepreneurial Spirit:** Takes initiative, actively seeks to deepen current community relationships and to forge new ones. Ability to work both independently without close oversight, but also a team player who will proactively engage with others at varying levels of seniority within and outside **FIRST in Texas**.
- **Leadership and Supervision:** Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives. Passion for STEM activities and youth development.
- **Communications:** Excellent verbal and written communication, in addition to strength in analytical, organizational, interpersonal, and problem-solving skills. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences. Ability to set up and use technology for presentations.
- **Collaboration:** Effective at working with others to reach common goals and objectives while being free of any perceived conflict of interest.
- **Financial and Legal:** Remain fiscally responsible and ability to review and comprehend standard legal and financial documents.
- **Travel:** Must be able to travel as required to complete tasks, including seasonal weekend availability.

Education and Experience Requirements

Bachelor's degree in business, public administration, education, engineering, or a related field preferred. Employee and/or Volunteer management experience is required. Having at least one year of **FIRST** experience as a coach, volunteer or mentor is preferred.

Computer Skills

To perform this job successfully, an individual should have knowledge of:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, Onedrive)
- Web Applications: Eventbrite, WordPress, MailChimp (training provided on additional internal platforms)

Classification

Part-time Employee - Non Exempt

Benefits

Reimbursement of travel expenses and other business expense reimbursements may be reimbursed with prior approval.

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Disclaimers

FIRST in Texas leadership reserves the right to assign or reassign duties and responsibilities to this position at any time and this description reflects management’s assignment of essential functions. This job description is subject to change at any time. **FIRST in Texas** is dedicated to the goal of building a culturally diverse team who are committed to working in a multicultural environment and strongly encourages applications from women and minorities.