SCIENCE ATL
engineers of ATLANTA SCIENCE FESTIVAL™

Company Overview

Science ATL Inc. is a 501(c)(3) nonprofit organization that **brings people together through the wonder of science** with a mission to cultivate an equitable community of lifelong learners across metro Atlanta who are connected and inspired by the wonder of science. Founded in 2014 by Emory University, Georgia Tech, and Metro Atlanta Chamber, the organization produces the annual Atlanta Science Festival and other public science events year-round, plus STEM programs for schools and youth.

Job Summary

The Volunteer Program Manager (VPM) will build, lead, and grow a volunteer management program to engage community members in supporting Science ATL's programs and events. Science ATL typically has two types of volunteers: 1) community members of any background who assist with general event production tasks or operational needs; and 2) STEM professionals (science, technology, engineering, mathematics) who partner with schools, mentor youth, and share their love for STEM at events. Through the volunteer program, significant efforts will be made to recruit and retain STEM professionals from groups underrepresented in STEM (including Black, Latino, and women). In collaboration with other Science ATL staff, the VPM will strengthen Science ATL's capacity to connect STEM professionals with schools and the public, and ensure the Atlanta Science Festival and other public events are properly staffed. The VPM will also manage Science ATL's constituent database for volunteers, attendees, participants, and donors.

This is a full-time position based in Atlanta, GA with a direct report to the Executive co-Director. Remote working for most work hours is available with prior approval from the supervisor. Some evening and weekend hours are required for events. Regular local travel to events is expected.

We are looking for an experienced volunteer manager with people skills and a love for data. An ideal team member has warmth, sense of humor, collaborative spirit, ability to lead groups and motivate individuals, commitment to equity, love of science, growth mindset, and ability to maintain professional relationships with diverse people.

Duties & Responsibilities

- Develop goals, strategies, and measurable outcomes to grow a successful volunteer program.
- Lead efforts to recruit, on-board, train, assign, supervise, appreciate and retain our volunteers, including planning and leading training events, creating a culture of appreciation, developing written or video content, drafting volunteer policies, tshirt/swag distribution, ensuring appropriate release forms are obtained, etc.
- Recruit and prepare STEM professional volunteers for our ongoing programs and events, and for one-off opportunities throughout the year and during Imagining the Future day at the start of the Atlanta Science Festival.
- Manage the volunteer program budget.
- Employ existing tools for volunteer management, including VolunteerLocal, Neon CRM, and AirTable in order to document volunteer contact info and track participation.

- Lead database management for all donors, attendees, participants, and volunteers, via our Neon CRM system to include cleaning, importing, de-duplicating records, and reconciling across multiple systems.
- Execute a communications strategy for volunteers and key stakeholders via email newsletter, website content, social media, etc.
- Maintain positive external relationships with corporate social responsibility officers and community engagement staff from key sponsors.
- Collaborate with other Science ATL team members to support their volunteer needs.
- Ensure program is aligned to Science ATL's mission and strategic goals, especially regarding recruitment of volunteers from groups historically underrepresented in STEM.
- Collect evaluation data, document measures of impact, take pictures, record stories of success, and summarize impact for reports, publications, and/or press releases, as needed.
- Assist with other tasks as needed.

Qualifications

- At least 3 years experience managing a volunteer program.
- Outstanding customer service skills, and commitment to building positive and respectful relationships with all Science ATL stakeholders, including sponsors, board members, partners, staff and volunteers.
- Experience with CRM database management using Neon CRM or similar software to make data driven decisions, including pulling reports, adapting systems and software to achieve program goals; maintaining records and overseeing consistent data management.
- Competence with volunteer management software (e.g., VolunteerLocal), and with collaborative online technologies such as Google Workspace (GSuite), Zoom, and/or AirTable.
- Strong networking skills and diverse community relationships in metro Atlanta (preferably in the science/tech, corporate social responsibility, and/or K-12 schools worlds).
- Experience and comfort with speaking in front of audiences and facilitating group discussions with adults.
- Ability to set and communicate clear expectations, and to coordinate teams of individuals from different organizations, disciplines, and backgrounds.
- Willingness to travel throughout the metro Atlanta region for events.
- Elements of this job will require being able to carry/transport objects of up to 50 lbs and to work occasional weekends and evenings, as needed for programs/events.

How to Apply: Interested candidates should submit a resume with a cover letter at Work for Good starting September 19, 2022. Applications will be reviewed on a rolling basis and accepted until a candidate has been hired. All applicants will be notified of their application status once a hiring decision has been made but not before.

Salary: commensurate with experience. Health benefits available.
Closing Date: October 31, 2022 or until the position is filled.
Anticipated Start Date: November 1, 2022.

Science ATL Inc. welcomes applicants from all backgrounds and identities. We foster a joyful workplace environment that celebrates diversity.