

Job Title: Social Media Manager | Assistant to Executive Director

Job Status: Part-Time Temporary

Reports to: Executive Director

Location: Columbia, MD

COMPANY PROFILE

Tech Changers is a 501c3 nonprofit that delivers computing and STEM programs to all youth in the Howard County area, targeting populations underrepresented in STEM and those limited in their ability to participate in extracurricular programs due to financial constraints. Tech Changers creates programs designed on inclusivity and MakerSpace modeling. There are also opportunities for K–12 teachers to better understand computer science and to more successfully prepare themselves to teach and learn.

Tech Changers is a dynamic and vibrant organization of professionals interested in supporting Computer Science education for all in K-12. As a newly redesigned nonprofit organization, Tech Changers is working to develop relationships with local stakeholders in STEM, Computer Science, Cybersecurity and Education in order to support our programs.

We are currently offering four programs including:

- Girls Who Code Intro Club for middle school girls
- Girls Who Code High School Club for high school girls
- Tech Changers Maker Space Mondays for middle and high school girls and boys
- Physical Computing 101 & 201 for 4th and 5th grade students

Through a partnership with the USRA STEMaction Center, Tech Changers has the opportunity to provide free computer science programs at the USRA STEMaction Center facility. The USRA STEMaction Center is an 18,000-warehouse space operated within the [Universities Space Research Association](#) (USRA), a non-profit organization that works to advance space science research.

JOB SUMMARY

We are looking for an entry level professional to become the Assistant to the Executive Director. This individual will collaborate with the Executive Director to: engage target communities via social media. increase our reach to target populations and expand our brand presence into local STEM and computing related businesses and stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement a multi-faceted online presence designed to increase program awareness and support.
- Support the Executive Director in developing and maintaining key strategic relationships and partnerships.
- Collaborate on the creation of a variety of materials including but not limited to brochures, pitch decks, program reports, and infographics.
- Identify prospective donors, prepare introductory packages for potential sponsors and volunteers and conduct introductory meetings, ongoing follow-up and requests for support
- Prepare introduction packages for potential donors
- Support the editing of grant proposals, strategic plans and other technical reports
- Serve in a leadership role on the spring Maker Faire event committee
- Other duties as assigned

EXPERIENCE & QUALIFICATIONS

We are looking for a strong networker and self-starter who is skilled in marketing and social media, enjoys multi-tasking, cheerfully excels under pressure, and works independently. Must be extremely detail-oriented, possess exceptional writing skills, and be tech-savvy.

You will be successful in this role if you have:

- Strong writing & editing skills.
- Experience building relationships via social media and email communication
- Strong project management, planning, and organizational skills, plus the ability to set and adhere to deadlines and work in a flexible environment
- Excellent judgment, strong emotional intelligence, and a high level of motivation
- Proficiency in working with Microsoft Office and Google Docs and Online Design

In addition, you:

- Must be a U.S. Citizen or Permanent Resident
- Must pass a pre-employment background check

Opportunities to grow with the organization to someone passionate about the nonprofit mission.

Deadline to apply January 21st, 2020

To apply, submit a cover letter and resume to lisa@techchangers.org