



## **Science Olympiad Deputy Executive Director**

Science Olympiad, a national STEM education nonprofit headquartered in Oakbrook Terrace, Illinois, seeks a dynamic individual to join our leadership team. Every day at Science Olympiad is different and we thrive on variety and action! In this job you'll be expected to:

- Carry out all aspects of the Strategic Plan with the CEO and Leadership team
- Service clients and partners from industry, government and higher education
- Recruit, maintain and implement marketing partnerships; write grants and contracts
- Oversee Key National Personnel: State Directors and Volunteers
- Run Task Forces and special programs like Elementary and the Urban Schools Initiative
- Work closely with our STEM Education team on program service and professional development activities for teachers
- Oversee content and communications on the Science Olympiad website
- Write and develop marketing materials like brochures and the Annual Report
- Handle public relations and media outreach including entertainment inquiries
- Manage Social Media Platforms – Facebook and Twitter
- Implement and drive data management platform
- Travel to the annual Science Olympiad National Tournament and Summer Institute
- Act as client liaison and handle awards and scholarships for the National Tournament
- Plan and implement State Directors Meeting
- Oversee national policy enforcement and updates

We are looking for a self-motivated individual to bring energy and ideas to our program. The ideal candidate will possess a bachelor's degree, 10+ years of non-profit, education industry or business experience and razor-sharp client service skills. Excellent writing, presentation and communication skills are a must. We offer a fun working environment and amazing benefits! Apply today and join one of the best STEM education orgs around!

Competitive salary and benefits offered. Send your resume and cover letter to:  
Jenny Kopach, CEO & SVP Marketing Communications at [jrkopach@soinc.org](mailto:jrkopach@soinc.org)  
before March 16, 2020. Qualified candidates will be informed of a phone or in-person interview. Thank you for your interest!

*Science Olympiad is an Equal Opportunity Employer and maintains a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.*

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