



## **Science Olympiad Program Manager**

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

- Plan Executive Board and Advisory Committee Meetings, workshops and meetings in conjunction with the National Tournament
- Work with venues on catering and rooming plans for all meetings
- Handle Mercer Insurance Chapter and Club Liability Plan application and outreach
- Manage Certificate of Insurance Requests from tournament host sites
- Act as State Director Liaison: collect State Director forms, ensure compliance on relevant requirements, handle regular communications
- Work with VP Business on Medals orders
- Travel to the annual National Science Teaching Conference, the Science Olympiad National Tournament and the Summer Institute
- Be responsible for awards management and set-up at the National Tournament
- Act as hospitality interface for National Tournament – hotel, rooming lists, catering and meeting rooms
- Perform general office management tasks: purchasing, correspondence, phone, website updates

We are looking for an organized, self-motivated individual with excellent writing, digital and communication skills who can work with a variety of stakeholders. The ideal candidate will possess a 2-year community college or bachelor's degree and 5+ years of relevant experience in the education, hospitality, nonprofit or higher education outreach sector. 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:  
Deb Mendenhall, VP Business at [dmendenhall@soinc.org](mailto:dmendenhall@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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[@SOAlumni Network](http://www.soinc.org)

