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

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.

Science Olympiad, Two Trans Am Plaza Drive, Suite 310, Oakbrook Terrace, IL 60181 (630) 792-1251

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