Assemble, Inc.
4824 Penn Avenue
Pittsburgh, PA 15224

**Job Title:** Platform Program Manager

**FLSA Status:** Exempt

**Job Status:** Full time

Assemble is hiring!

Assemble is a 501(c)3 nonprofit organization dedicated to fostering learning and creativity. Assemble envisions diverse neighborhoods of empowered people who create, connect, learn, and transform together. We build confidence through making by uniting communities of artists, technologists, makers, and learners both in our space at 4824 Penn Ave and beyond.

Assemble is a platform that elevates ideas, activities, and relationships that build agency of the individual and empowers relationships that build a community. Our platform is exciting, can change one’s disposition, encourages creativity, and removes barriers. It provides choices to construct a better future for oneself and invites engagement of learners of all ages, from little people (kids, teens) to big kids (young adults, grown ups). We accomplish this with creativity through Science, Technology, Engineering, Arts, and Math (STEAM) disciplines and learning opportunities to build valuable 21st century skills. We encourage creative problem solving and critical thinking skills through the tangible application of concepts, a hands-on participatory environment, and interdisciplinary engagement. Our culture of open-ended experimentation celebrates both successes and failures as opportunities to learn, grow, and try again. For more info about Assemble, please see our website at [www.assemblepgh.org](http://www.assemblepgh.org)

**Job Responsibilities:** The Platform Program Manager is responsible for pedagogy, protocols, delivering engaging STEAM based programs. They also provide leadership to ensure a culture of making and inquiry and they report back to the Director. The Platform Program Manager works with the Director to sustain Assemble’s current program offerings, to explore new program opportunities and to help expand organization’s capacity to fulfill its mission and vision.

**Job Duties and Expectations:**

- Manage Assemble’s programming and staff
  - Create and maintain a training manual for new teachers, volunteers, and staff
  - Create and update program and recruitment materials
  - Define roles, responsibilities and expected outcomes related to programs, including:
    - Operational protocols and logistics
    - Communications protocol
    - Documentation, analytics, and evaluation protocol
    - Lesson planning/activity template
- Demonstrate leadership in fostering a diverse, inclusive, and safe environment wherever Assemble programs occur
- Research and apply best practices regarding Trauma-Informed Approaches, Mandatory Reporter statutes, managing interactions with law and immigration enforcement personnel
- Maintain accreditation and standards such as APOST Quality Campaign status
- Evaluate existing programs with the Board to determine level of support of Assemble’s mission.
  - Create a program manual for teachers, teaching assistants, experts, and volunteers, as well as a board and staff manual
The ability of Assemble’s employees to perform their expected job duties is absolutely not tolerated.

Employer harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Assemble expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Assemble’s employees to perform their expected job duties is absolutely not tolerated.

Reporting Structure:
The Platform Program Manager reports to and is evaluated by the Director.

Job Qualifications:
- Strong desire to learn and share knowledge is required
- Bachelor’s degree preferred and or equivalent work experience in an out of school or educational setting
- Effective mediation skills
- Supervisory experience as well as managing programs and individuals under dynamic circumstances preferred
- Must have valid driver’s license and reliable transportation
- Must have current clearances for PA Child Abuse, PA Criminal Record, FBI PA Department of Education Clearance, and Mandated Reporter Certificate
- Ability to lift 50 lbs
- Must be able to adapt to a flexible work hours and environment with evolving program priorities
- Competent with Microsoft Office Suite, ChromeBooks, Email, Google Drive, Google Documents
- Excellent written, verbal, and nonverbal communication skills.
- Significant analytical ability and high degree of attention to detail are necessary as well as an understanding of process-based projects
- Ability and skills to code switch to communicate with a range of people from Children, Teens, Parents, Assemble Teachers, School Teachers, School Principals, Assemble Board Members, and Assemble’s Director
- Experience with PPS youth and comfortable working with non-dominant youth.
- Working knowledge of youth oriented programming language (e.g. scratch, minecraft, etc.), robotics, microcontrollers, rapid prototype methods like laser cutter and 3d printers, in a learning environment is preferred
- STEAM education enthusiasm and knowledge
- Experience with PPS youth and comfortable working with non-dominant youth.
- Experience managing programs and individuals under dynamic circumstances.
- Attentive to culturally relevant pedagogy and restorative justice methods

To Apply: Interested applicants should submit a resume, 3 references including your most recent supervisor, copies of required clearances, salary requirements, and a letter of interest to jobs@assemblepgh.org by 11:59pm, EST April 7, 2017. References will be called. No phone calls, please, just emails.

Assemble, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Assemble expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Assemble’s employees to perform their expected job duties is absolutely not tolerated.