

## Program Manager – Best Buy Teen Tech Center

We are looking for a Program Manager – Best Buy Teen Tech Center to join our growing team at Project Success and run an innovative program called The Best Buy Teen Tech Center. Project Success is a youth development nonprofit organization that helps students connect to their purpose. We work with more than 15,000 6th-12th grade students and their families in the Minneapolis School District and have more than 200,000 alumni around the world. [Best Buy Teen Tech Centers](#), established in partnership with [The Clubhouse Network](#), offers young people exploration to youth-led, project-based safe places for youth to experience technology, work with peers and mentors, and develop the skills needed for future career or college pursuits. Learn more at [projectsuccess.org](http://projectsuccess.org).

The Program Manager – Best Buy Teen Tech Center is responsible for all logistical and managerial aspects of the Best Buy Teen Tech Center. They engage directly with students and families through the Tech Center, providing project support, basic computer maintenance, and managing volunteer mentors. They are responsible for creating a welcoming environment that encourages program participation and fosters positive youth development. They will work alongside Project Success' [Institute](#) team to meet organizational goals and objectives and will also have additional responsibilities assigned by [Best Buy Teen Tech Centers](#) and [The Clubhouse Network](#).

This role reports to the Director of People & Strategic Operations and is part of the Institute team at Project Success.

Our ideal candidate is passionate about providing support and resources for young people to pursue their interests and build upon their talents. This role will require strong communication skills and the ability to establish and maintain effective working relationships with students, families, and volunteers. Our ideal candidate enjoys problem-solving, takes pride in maintaining organized spaces, and appreciates their role in creating a welcoming, accessible space for our staff, students, families, and guests.

### Core Job Responsibilities

#### Youth Development

- Help Teen Tech Center members develop projects (e.g., help them come up with ideas, gather materials, get started, locate mentors to work with them, and support their ongoing work)
- Support youth in planning for the future, including pursuing academic and job opportunities that leverage their Teen Tech Center skills and experience
- Leverage Best Buy National Partner relationships to create member opportunities for networking and skill-building

#### Program Management

- Build exciting and engaging programming opportunities for students
- Continuously adapt to student needs to steward an inclusive and equitable environment at the Best Buy Teen Tech Center

- Track student attendance and participation as well as running ongoing programmatic evaluation
- Provide community outreach and student recruitment to involve a diverse group of young people, parents, teachers, and community leaders in the program
- Recruit, train, and support volunteer mentors, ensuring they work effectively with youth
- Provide basic computer maintenance, including file management, troubleshooting, and technical support to Teen Tech Center youth and mentors
- Complete training on all technology present in the space as well as ongoing training to keep informed on current technology developments in the STEAM field
- Work alongside the Institute team to meet organizational goals and objectives including data management, marketing, and reporting
- Provide administrative support for the Clubhouse program, including keeping records of participants and keeping the Tech Center space organized

**Partner Responsibilities**

- Participate in [The Clubhouse Network](#), attending Network meetings, sharing ideas and issues, and supporting collaborative projects across sites
- Support other programs in the PS Institute with Teen Tech Center expertise and resources, as time permits
- Assist Project Success in fundraising and publicity for the PS Best Buy Teen Tech Center
- Be active in sharing about the PS Best Buy Teen Tech Center to the broader community and partner organizations
- Work closely with the local Best Buy store to recruit Geek Squad Agents and Blue Shirt volunteers

*Other Duties as Assigned*

**Mission, Vision, and Values + Inclusion, Diversity, Equity, and Accessibility**

We are looking for individuals that are passionate about the success of our students and share the mission, vision, and values of PS.

**Mission:** Project Success motivates and inspires young people to dream about the future, helps them take steps to get there and gives them the tools they need to achieve their goals

**Vision:** Every child entering middle school will graduate high school with a plan for their future and have the skills and confidence that will take them through the rest of their lives

**Values:**

Kids First!	Dependability, Reliability, and Trust
A Non-Judgmental Environment	Willingness to Grow and Change
Love is the Key	Develop Healthy Relationships
Clear and Open Communication	Sustain Excellence

### **Commitment to Inclusion, Diversity, Equity, and Accessibility (I.D.E.A.):**

Project Success strives to connect students to their purpose by creating programming that truly serves our students and families. We envision a Project Success where inclusion, diversity, equity, and accessibility are fully integrated into everything we do. We are an organization that cares deeply about students, families, and community, share our values, and are committed to practicing ongoing anti-racism work and I.D.E.A. principles.

### **Education, Experience, and Skills**

*Please note that while the below qualifications are preferred for this position, we do not expect any one person to necessarily have all the items listed. We highly encourage people with a wide range of education, experience, and skill levels to apply for this position.*

- Bachelor's degree or 4+ years of similar experience *(or a combination of training, education, and experience that provides the required knowledge and abilities)*
- Experience working with youth, in particular young people from underserved neighborhoods.
- Experience working in an informal learning environment
- Experience with computers and interest in technology as a creative and empowering tool
- Demonstrated ability to reach out to youth, parents, educators, and community leaders.
- Ability to work a variety of shifts as needed, including weekday evenings and weekends
- Tech-savvy and proficient with O365 - PowerPoint, Excel, Word, Outlook
- Interpersonal skills, including an ability to get along with people of diverse backgrounds and abilities and a talent for making people feel welcome and included
- A passion for learning and helping others to learn
- Excellent organizational skills

### **Job Requirements**

- Must have a valid driver's license and auto insurance
- Ability to sit and/or stand for prolonged periods, including movement up and down stairs and throughout office environment and at events
- Must be able to lift up to 50 pounds at times and 75 pounds on occasion
- Must be fully vaccinated against COVID-19 or be granted an accommodation prior to beginning employment

### **Position Details**

This position is a full-time, salaried exempt position, with an in-person schedule including evening hours and weekends. This position does not have remote work flexibility due to the nature of the job responsibilities.

The compensation package includes the following:

- \$46,500 - \$51,250 annual salary
- Generous paid time off
- Excellent Health Insurance with a low deductible *(PS pays 100% of the monthly premium rate)*
- Excellent Dental and Vision Insurance *(PS pays 100% of the monthly premium rate)*

- Short-Term Disability and Life Insurance (*PS pays 100% of the monthly premium rate*)
- SIMPLE IRA retirement plan with up to a 3% match
- Free parking at the PS office

### To Apply

Please email the following to [Apply@ProjectSuccess.org](mailto:Apply@ProjectSuccess.org) with a subject line including the name of the position, addressed to Matt Dreier, Director of People & Strategic Operations.

- Resume
- Cover Letter
- References
- Where you heard about us and/or found the job posting

To learn more, visit: [https://www.projectsucces.org/job\\_openings/](https://www.projectsucces.org/job_openings/)

*Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!*