

IndianaFIRST, Inc.
PO Box 80541
1300 E. 86th St. St. 36A
Indianapolis, IN 46340



IndianaFIRST Operations Coordinator

Reports To: Executive Director
Located: Indiana
Type of Position: Contract
Duration: Mid-January 2019 – April 2019

Organization Description:

IndianaFIRST, a growing 501 (c)(3) organization, is seeking to contract an Operations Coordinator for the *FIRST* Robotics Competition (FRC) program. This is a unique opportunity for a talented individual with strong communication skills who has a passion for managing events. *FIRST* (For Inspiration and Recognition of Science and Technology) is a multinational non-profit organization that aspires to transform our culture, making science, math, engineering, and technology as cool for kids as sports are today.

IndianaFIRST is the Indiana-based organization dedicated to growing *FIRST* robotics programs in the state of Indiana, with specific focus on the high school *FIRST* programs. The program teaches students hands-on skills in engineering, science, and technology that they can relate back to their classwork. *FIRST* designed the programs after a traditional high school sports model, creating an ultra-competitive, highlight engaging experience for students and the adult mentors who lead the teams. Kids compete against other kids in local, state and world-wide competitions in what is frequently called “The Super Bowl of Smarts”.

Our mission is to inspire young people to be leaders in STEM industries by engaging them in exciting, mentor-based robotics programs that build hard skills in science, engineering and technology as well as valuable 21st Century skills such as: communications, critical-thinking, collaboration, and creativity. Though the development of a statewide organization IndianaFIRST will make Indiana a science, technology, engineering, and mathematics (STEM) program leader.

Position Summary & Responsibilities:

Support the *FIRST* Robotics Competition Program in Indiana by streamlining the pre-event planning process for IndianaFIRST staff and volunteers. The Operations Coordinator will work with the Executive Director and event committees to create a detailed timeline of the event, gather and update team packet materials, provide updates for event webpages, draft team communications, and organize debrief sessions with volunteers. IndianaFIRST expects this work to take approximately 15-20 hours per month, during January – April of 2019. An individual in this role is not expected to be present at FRC events or manage any day-of-event related activities.

The Operations Coordinator will work closely with the Executive Director of IndianaFIRST, the IndianaFIRST Event Committee Chairs, and the IndianaFIRST Event Managers. Key responsibilities include:

- Creating a detailed schedule of the event by working with the Executive Director and Event Committee Chair
- Preparing the Master District Schedule Script by including, event-specific details, speaker information, and volunteer names
- Gathering and organizing a print list of PDFs that need to be included in team, judge, & pit admin packets
- Updating drafts of program books to ensure event information is accurate
- Monitoring the event webpages to ensure information is accurate
- Updating presentation slides with event specific details prior to the event
- Ensuring essential event information is shared with teams by drafting email communications

- Coordinating a phone debrief session after each event with the key volunteers and take notes on improvements for the future

This individual must be able to work both independently and as part of a team. Patience and flexibility are key aspects of this position.

Education:

High School certificate required, Bachelor's degree in business, education, or a related field preferred. IndianaFIRST is dedicated to the goal of building a culturally diverse team that is committed to working in a multicultural environment and strongly encourages applications from women and minorities. Having *FIRST* Robotics Competition experience is strongly encouraged.

Abilities required include:

- Excellent presentation and public speaking skills
- Proficient in computer skills and using Microsoft Word, PowerPoint, Excel, & Publisher
- Comfortable managing documents in Google Drive
- Ability to read, write, speak and understand English fluently.
- Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem solving skills.

Compensation:

Event Managers will be considered 1099 contractors of the organization, and subsequent paperwork and a signed services agreement will need to be submitted to IndianaFIRST. As part of the contract, IndianaFIRST will cover any transportation costs related to the position. The IndianaFIRST Operations Coordinator Contract Role Proposal includes an area for contacts to submit a proposal for hourly pay for the contract.

This position does not include medical insurance.

Please send digital copies of your cover letter, samples of related work, and the IndianaFIRST Operations Coordinator Contract Role Proposal to: Careers@IndianaFIRST.org.