

## **Program Manager (Part-Time)**

**15–20 hours per week | \$24,000 - \$28,000 annually, DOE**

### **Position Summary**

The Program Manager is responsible for planning, coordinating, and executing all programmatic components of the Flagstaff Festival of Science (the organization)'s annual 10-day science festival and related initiatives. Working closely with the Program Committee and key partners, this role ensures seamless delivery of events, effective public engagement, and alignment with the organization's mission and vision, goals, brand, and budget. The Program Manager provides leadership across programming, publicity, volunteer coordination, and evaluation, while managing staff and contractors with professionalism and accountability. The Program Manager reports to the Executive Director.

### **Key Responsibilities**

- Serve on and collaborate with the Program Committee to develop and deliver the annual 10-day festival, including oversight of keynote speaker contracts and all logistical components such as venues, A/V support, digital platforms (Airtable, mobile app, and website), advertising timelines, and deliverables.
- Coordinate signature programs, such as Science in the Park, and all logistical components such as vendor coordination, City of Flagstaff Parks and Recreation permitting, rules, and regulations, and interfacing with A/V support and major sponsor presence. This position also works closely with a hired contractor whose role it is to represent the W. L. Gore & Associates multiples booths.
- Maintain strong, professional relationships with community partners, presenters, and stakeholders, providing clear, timely, and consistent communication.
- Oversee publicity and marketing efforts in alignment with organizational brand, goals, and advertising budget, including writing and distributing press releases, coordinating flyer distribution, pursuing earned media opportunities, and managing graphic design projects in collaboration with a contracted designer.
- Utilize Airtable for project management and GetResponse for promotional newsletters and communications.
- Help to manage volunteer coordination efforts, including the oversight of the Ambassador Program and Intern Program as those roles relate to the 10-day Festival.
- Manage and support the Digital Media Coordinator, ensuring alignment with marketing and communication strategies.
- Oversee the development and execution of post-event surveys and evaluation efforts, with support from ambassadors and/or student interns.

### **Experience, Skills and Qualifications**

- Strong project management and organizational skills, with the ability to manage multiple timelines and priorities simultaneously.

- Previous experience in project management, event planning, program development, or similar role.
- Experience coordinating events, programs, or festivals, preferably in a nonprofit, education, or STEAM setting.
- Familiarity with digital tools for project management, email marketing, and content coordination.
- Experience working with volunteers, interns, contractors, and staff in a collaborative environment.
- Budget awareness and the ability to manage projects within defined financial parameters
- Excellent written and verbal communication skills, including experience with press releases and professional correspondence, prioritizing timely responses.
- Bachelor's degree or equivalent professional experience preferred.

### **Demeanor and Work Ethic Expectations**

The ideal candidate is proactive, dependable, and detail-oriented, with a positive attitude, desire to collaborate, and with a solutions-focused mindset. This role requires a high level of professionalism, follow-through, and accountability, as well as the ability to work independently while staying closely aligned with committees, leadership, and Festival mission. The Program Manager should be adaptable, calm under pressure or with constructive feedback, and dedicated to delivering high-quality programs that reflect the organization's values.

The position focuses on remote work, in a work-from-home setting, however the ability to attend events, meet in person with stakeholders, and support organizational initiatives in Flagstaff, AZ will be required. Qualified candidates should live locally in Northern Arizona.

### **Salary and Benefits**

Payment is processed on a monthly basis with a predetermined direct deposit amount. This is a contractual position for one year, eligible for renewal on an annual basis.

### **To apply:**

Send a cover letter, resume, and three professional references to Executive Director Elizabeth Vogler at [elizabeth.vogler@scifest.org](mailto:elizabeth.vogler@scifest.org). Email is the preferred method of application submission. No phone calls, please. The deadline to apply is March 9th, 2026, 11:59 p.m.

The Flagstaff Festival of Science strictly adheres to our Workplace Non-discrimination Policy, which can be found here:

<https://scifest.org/wp-content/uploads/2023/06/Workplace-Non-Disc-Policy-FFS.pdf>