



## **Program Manager FAQ Sheet**

Out of respect for your time, the Executive Leadership Team co-wrote these FAQs to give as much insight into the opportunity as possible. In the introduction and finalist stage, you will have ample time to deeply engage with the Selection Committee and Executive Leadership Team to ask all of your remaining questions.

### **Application Process:**

#### **How long will it take to apply?**

The application will take approximately 1 hour to complete and includes 1) a cover letter and 2) a resume. A cover letter is required.

#### **What is the deadline for applications?**

The priority application deadline for this role is **Monday, November 3, 2025 by 5pm CST**. To apply please submit a resume and cover letter in **one document** titled LastName\_ProgramManager (example: Jones\_ProgramManager) to [employment@bgdstem.com](mailto:employment@bgdstem.com).

#### **When will I hear back?**

Please allow 5 business days for follow-up and next steps.

#### **What are the steps in the BGDSTEM selection process?**

We include the following steps in all of our selection processes: initial phone interview, performance task, panel interview, and reference check. Additional interviews may be included to ensure that a diverse group of stakeholders have a voice in the selection process.

### **The Role:**

#### **What can you expect during your first year in the role?**

The onboarding process will provide a deep dive into management with systems, tools and processes. Training will focus on culture and organizational goals, centering your understanding and empowering your ownership of stated functional areas. You will have a 30-60-90 day onboarding plan, with the expectation at the 60 days mark you will jump into leadership of your respective responsibilities. After the 90-day mark, you will work towards quarterly performance and development goals, gaining more independence in the second half of the year.



## **Program Manager FAQ Sheet**

### **What is the anticipated time to be spent across programs?**

At this time I would anticipate STEM Saturday Academy will take up 60% of time, Empowerment Preparation and Placement will take up 20%, and Virtual Collegiate Community (20%) to total 100% of time spent across programs. These estimates do include administrative and people management tasks.

### **What are the travel expectations for this role?**

The expectation is that Saturday is a work day. You will travel to multiple community sites on Saturdays to observe instruction **monthly**. Within the first 3 months of the program launch, the team expectation is to be available 3 Saturdays monthly and then for the remainder of the program year twice monthly. A weekday either Monday or Friday will be off as a substitute to Saturday work days. You will also spend 20% of your time traveling, during the weekdays, to support the continuous improvement process of curriculum development and instructional leadership. Weekday travel can be both local and non-local.

## **The Organization:**

### **What does Black Girls Do STEM strive for as an organization?**

Internally and Externally, Black Girls Do STEM engages with empathy, deep listening, and emotional intelligence.

Comfort with process and learning is key.

The Black Girls Do STEM team works with a high degree of truth, competency, and trust.

Black Girls Do STEM is a values-driven team environment; connected by a shared commitment to the mission, vision, and real-world practice of our values.

At Black Girls Do STEM we practice power with, not over, you should be able to develop proximate relationships with the team, community, and stakeholders to influence but not force.

### **How does BGDSTEM live out its equity values?**

At Black Girls Do STEM Equity is at the center of everything we do. Defining equity as policy and practice of achieving positive outcomes associated with our program design for all Black girls in our program. We have outlined below our equity pillars.



## **Program Manager FAQ Sheet**

***Truth:*** At Black Girls Do STEM we center equity, by first centering the truth and history of the intentional anti-Black racism that has led to the stark underrepresentation of Black women and girls in STEM and others with marginalized identities.

***Culture:*** At Black Girls Do STEM we center equity, by educating about Black inventors and innovators of the past and present, empowering girls and families to believe and understand the ingenuity of Black culture and how it has always been rooted in STEM. This is because we believe in the demystification of STEM as a practice, STEM is truly for all and has always been.

***Identity:*** At Black Girls Do STEM we center equity, by allowing Black girls to show up as they are, as they see themselves to be, giving them space to explore and become their best selves.

***Shared Power:*** At Black Girls Do STEM we center equity, by practicing power with and not power over. Allowing girls and families to lead alongside the program team, advancing the organizational mission, because Black Girls Do STEM is made up of all of us.

***Skill Building:*** At Black Girls Do STEM we center equity, by focusing on application of learning through hands-on instruction. We believe in a learn-by-doing approach resulting in metacognition building and 21st century skill building.

### **How does the team communicate?**

You will have weekly check-ins with your direct manager, and weekly team check-ins with all programming full-time staff. The primary communication channel is Slack and then our project management system click-up, and email for the organization. You will be able to share and communicate your preferred methods of communication in week 1 of onboarding.

### **How does the team report out and step back on progress?**

Reports are due monthly/quarterly on the 5th of each respective month and the team will practice monthly step-back days during the last week of the month to review prior months' reports to analyze and co-synthesize actionable real-time improvements.



Black Girls Do  
**STEM**

## **Program Manager FAQ Sheet**

### **How is feedback incorporated into BGDSTEM practices?**

This is directly related to reporting and all monthly and quarterly reports are tied deeply to our model and the feedback loops built in. Staff, volunteers, parents, students, community partners, vendors, and funders are all incorporated into feedback loops within the Black Girls Do STEM organization. We currently have 4 organizational-wide external application areas and 13 external facing surveys/assessments. We have 4 internal-facing surveys/ assessments. We have defined metrics that are tracked, reported, and analyzed to inform improvements.

### **How does BGDSTEM approach onboarding and professional development?**

All Black Girls Do STEM team members will complete project management and Excel training within their first 60 days. Team members will engage in monthly professional development around culture, antiracism practice, and STEM-applied content as a group ongoing throughout the year.

### **What is the current financial strategy of BGDSTEM ?**

Black Girls Do STEM hopes to raise 2.4 million dollars to increase operations and support more Black girls to do STEM across the next three years, anticipating 20-30% budget increases from the current operational budget of \$700,000.

### **Who are our partners?**

#### **Non-profit and Community**

The Wesley House Association  
Thomas Dunn Learning Center  
Friends of the Rainforest  
Saint Louis Zoo  
Henrose Cares

#### **Corporate and Academic**

Washington University BME  
Boeing BE3 Program  
Saint Louis University Parks Aviation School

#### **K-12 School Buildings (Focused)**

Ferguson Middle School in the Ferguson Florissant District  
Cross Keys Middle School in the Ferguson Florissant District



## **Program Manager FAQ Sheet**

Jennings Jr. High in the Jennings School District

Westview Middle in the Riverview District

Central Middle in the Riverview District

Hazelwood Central Middle in the Hazelwood School District

Confluence North and South Academies