Position Opening: Director of Logistics

**You:** You are looking for experience at a non-profit and understand the value of grassroots, community-based action. You are passionate and knowledgeable about education, youth development, and mentoring (STEM know-how would also be a plus). You are attracted to projects with a startup ethos, where there is vision, but plenty of room for growth. You are ready to join an organization that is using mentoring to deliver STEM education to Boston area middle and high school students.

**Us:** The Digital Literacy Project is a Harvard-based 501(c)3 nonprofit, founded in 2008, that sends undergraduates to teach computer science in Boston area middle and high schools. DLP has introduced this vital skill to more than 500 students across 27 classrooms, and is now expanding its efforts with the creation of a mentoring program.

Pathfinders is a group mentoring initiative that pairs academics and professionals in STEM (mentors) with Boston area middle and high school students (mentees). Mentoring sessions are devoted to building relationships by learning about the mentor's career and developing computer science skills by coding an application similar to Instagram. Pathfinders is committed to bolstering the STEM pipeline through mentoring and CS education.

**The Job:** Pathfinders is seeking a qualified individual to join our team as the **Director of Logistics**. In this volunteer role, you will report to the Director, Stefanie Grossano, and will be responsible for coordinating various aspects of the program including:

- Recruiting and interviewing volunteer mentors from Boston area companies and universities
- Recruiting students interested in STEM from Boston Public Schools
- Processing mentor and mentee paperwork such as applications and CORI forms
- Planning program wide events such as mentor orientations
- Managing relationships with community partners

**Qualifications:**

- A college student, who is involved on their campus and has experience related to this position, but is ready to take on something new. You are able to volunteer 5-10 hours per week.
- A lover of spreadsheets who values when things are organized, detail-orientated, and timely.
- A good writer - from emails to manuals to website content you have grammar and style on lock.
- An independent thinker, who can take directions, but completes their work with thoughtfulness and creativity.

Questions? Ready to apply? Send your inquiries and/or your resume + a 250 word statement about why you are interested in this position to Stefanie Grossano, Pathfinders Director at stefanie@digiliteracy.org with the subject line “Director of Logistics Application”. Deadline Friday, January 23rd.

For more information: dlp.io | facebook.com/DigiLiteracy | @digilitproject