



Powering the
Leadership
Journey for
Women in STEM

Job Summary

Programs Champion

Position Description: The Programs Champion will bring 3-5 years experience in program management and event planning; and reports to the CEO. This role requires strong proficiency in the design and execution of leadership development and educational programming in a non-profit setting. The successful candidate will be a collaborative partner with proven leadership skills who will manage the following areas: 40 annual leadership programs and events, 8 program committees, engagement with 50 corporate sponsor portfolio, brand ambassador before 700+ member community and custodian of member database. The successful candidate will join a small but high performing team with a penchant for excellence in execution and very client-centric while enjoying an empowering culture code. Candidate will also have the opportunity to work with a highly engaged Board of Directors representing 20 local and global science and technology companies.

Roles & Responsibilities

- P&L responsibility for all annual events with oversight from CEO ensuring program execution within budget while fulfilling event sponsor contracts and expectations
- Provide program execution oversight, management, guidance and day-to-day execution support
- Coordinate the planning, production and promotion of 40 annual events
- Liaise with 8 program committees and drive monthly meeting cadence
- Assist in determining the direction of all events and program objectives and driving program content strategy. Strive to have annual events planned and confirmed 6 months in advance.
- Evaluate the success of each program and regularly communicate results to staff and appropriate committees.
- Consult on social media strategies with Communications department in alignment with overall programs goals
- Source, select, and negotiate venues, food, and beverage for all events
- Develop annual calendar and vet event dates against published community and professional calendars

- Represent the organization with highest standards of professionalism in dealing with membership, sponsors, community partners, and the public.
- Show utmost trustworthiness, holding in strictest confidence information regarding the board, organization, membership, financials, etc.
- Manage interns/volunteers as needed
- Provide CEO support and administrative office support as needed

Qualifications and Education Requirements:

- Bachelor's Degree in Business, Marketing, Communications or related discipline
- 3-5 years of program management and event planning experience or equivalent leadership experience working in mission-driven organizations
- Exceptional written and verbal communication skills
- Excellent business administration skills, including the ability to manage many projects simultaneously and to set priorities
- Experience as a self-starter working in a deadline-driven environment.
- Commitment to women's empowerment
- Excellent interpersonal skills and the ability to work well with people inside and outside the organization
- Experience with CRM and website platforms (required), specifically Wordpress and MemberClicks (helpful).
- Attention to measurable results
- Strong work ethic and willingness to work occasional nights at industry events
- Willingness to travel occasionally, as needed

Job Type: Full-time; San Diego/UTC

Annual Salary Range: \$55,000.00 to \$65,000.00; offer generous health insurance and 401K retirement benefits package; flexible and inspiring work conditions driving social impact that is changing the face of the STEM economy and the next generation workforce.

About Athena

Athena is a women's empowerment organization that fast tracks women in STEM through leadership development. By transforming scientists and technologists into corporate leaders, the goal is to widen the bridge and empower 1 million women in STEM, by 2030. Its 20+ year history of advancing women in a global STEM hub marks Athena as a premier women's empowerment advocate.