

FIRST Indiana Robotics  
PO Box 80541  
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Indianapolis, IN 46340



## FIRST Indiana Robotics Operations & Logistics Manager

**Reports to:** FIN President

**Located:** Indiana

**Type of Position:** Full-Time

**Ideal Start Date:** August 1st - 15th, 2021

### Organization Description:

FIRST Indiana Robotics, a growing 501 (c)(3) organization, is seeking an Operations & Logistics Manager for our programs. This is a unique opportunity for a talented individual with strong logistics & 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. As the Indiana-based robotics community dedicated to preparing students for life, FIRST Indiana Robotics (FIN) believes that our future is built better together and improving the world starts with our youth. Our mission is to inspire young people in Indiana to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Through mentorship partnered with hands-on learning, problem-solving connected to community engagement, and core values applied in times of intense competition - FIRST is about more than a robot, it builds the people who will change the world.

### Position Summary:

Support FIRST Competitions (across all FIRST programs) by streamlining the FIRST event planning process, maintaining a high quality of events, training FIN key event volunteers, and tracking FIN-specific equipment. The Operations & Logistics Manager will create and enforce FIN standards for events, ensure the FIRST Inspires event standards are met, and ensure events maintain a cohesive brand identity. An individual in this role will work with key volunteers & event committees to create resources for events, manage event webpages, draft event-related team communications, and maintain the FIRST Indiana Robotics equipment.

The Operations & Logistics Manager Coordinator will work closely with the President of FIRST Indiana Robotics, key volunteers (across all programs), and the Vice President of Programs for FIN. Key responsibilities include:

- Acting as the main point of contact for understanding and sharing FIRST Inspires event standards with key volunteers and running training on those standards as needed.
- Creating the FIRST Indiana Robotics event standards and ensuring they are enforced to ensure a high-quality event experience for program participants.
- Managing the Bid Process & Equipment Inventory for FIRST Indiana Robotics, which includes touring new venues,

understanding venue needs and expectations, ensuring FIN event standards are met, and equipment is prepared for the season.

- Working with Program Managers to create a program schedule for FIRST events that maximize the use of FIN equipment.
- In partnership with the FIN transportation and logistics sponsor, maintaining FIN equipment, supporting load-in and out of events,
- Preparing high-level resources - PPT slides, schedules, team packets, scripts, etc - for each type of event to ensure there is consistent messaging across programs.
- Compiling information for program books for State Championship, Semi-State, and District Events.
- Updating event web pages with information from Key Volunteers and submitting event information to FIRST Inspires.
- Sharing important information about the upcoming events with teams by drafting email communications in partnership with the FIN Program Managers.
- Coordinating a debrief session after each series of FIRST events with the key volunteers and take notes on improvements for the future

This individual must be able to work independently and as part of a team. The Operations and Logistics Manager will frequently need to move Audio/Visual equipment, weighing up to 50 pounds across venues, along with heavier carts that contain field equipment. Patience and flexibility are key aspects of this position. The ideal candidate cares deeply about supporting youth to reach their maximum potential and helping to build a pipeline for tomorrow's workforce across the private and public sectors of Indiana.

#### **Education:**

High School certificate required, Bachelor's degree in business, education, engineering or a related field preferred. FIRST Indiana Robotics 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:

- Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem solving.
- Ability to frequently move Audio/Visual equipment, weighing up to 50 pounds across venues, along with heavier carts that contain field equipment.
- Comfortable running training to share event standards with local planning committee members.
- Proficient in computer skills.
- Comfortable managing event web pages (e.g. WordPress).
- Ability to set up and test equipment at events.
- Ability to read, write, speak and understand English fluently.

#### **Compensation:**

This is a full-time, salaried position with a flexible working location. FIRST Indiana Robotics will cover transportation costs related to event travel for the position and support professional development through training programs and conferences. This position does not include medical insurance.

**Please send your cover letter, resume (optional), and the FIRST Indiana Robotics application for employment form to:**

FIRST Indiana Robotics

[Careers@IndianaFIRST.org](mailto:Careers@IndianaFIRST.org)