

FIRST Indiana Robotics

FIRST LEGO League Program Manager

Reports To: Director of Programs

Located: Indiana

Preferred Start Date: August 1, 2026

Organization Description:

FIRST® (For Inspiration and Recognition of Science and Technology) is a global nonprofit that uses robotics to inspire young people to explore science, technology, engineering, and math. *FIRST* Indiana Robotics (FIN), a growing 501(c)(3) organization, engages K–12 students in mentor-based programs that build technical skills, spark innovation, and develop leadership, teamwork, and communication. More than robots, we’re building the next generation of problem-solvers, changemakers, and leaders.

Position Summary:

FIRST Indiana Robotics seeks a Program Manager to lead the growth and support of our *FIRST* LEGO League (FLL) program. This role focuses on recruiting and sustaining teams, building strong community partnerships, and ensuring a positive experience for participants across Indiana. The Program Manager will work closely with schools, educators, and community organizations to expand access to *FIRST* programs, while helping teams thrive through engagement, training, and support.

Responsibilities:

The FLL Program Manager is responsible for the overall management of team recruitment and sustainability for FIN FLL programs. The Program Manager will report to the Director of Programs. Key responsibilities include, but are not limited to:



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Key Responsibilities

- Represent FIN at events, presentations, and community meetings.
 - Attendance at FIN run FLL events is mandatory. (Semi-State and State Championship)
- Recruit, support, and sustain FLL teams across Indiana.
- Craft email communications to coaches and mentors with seasonal updates, resources, and/or training opportunities.
- Build and manage an advisory group of stakeholders to advance program growth.
- Develop and maintain relationships with schools, nonprofit partners, and community leaders.
- Create and implement outreach strategies to increase program visibility.
- Support communication and reporting for FIN leadership and *FIRST* headquarters.
- Work with schools and community organizations to remove barriers to participation.
- Travel statewide, including some weekends and evenings, as required.
- Other program-related tasks as assigned.

This individual must be able to work independently and as part of a team. Patience and flexibility are key aspects of this position. The ideal candidate cares deeply about supporting youth to reach their maximum potential and wants to help build a pipeline for tomorrow's workforce across the private and public sectors of Indiana.

Education and Experience

Bachelor's degree preferred; equivalent experience acceptable. Experience with *FIRST* and its programs preferred, though not required. Experience in youth development, volunteer management, or STEM education is a plus.

Skills required include:

- Strong written communication and public speaking.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office/Google Workspace; experience with Salesforce or CRM tools preferred.
- Strong organizational, problem-solving, and interpersonal skills.
- Comfort with technology setup for events and presentations.



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Compensation and Benefits

- Part-time (10 hours/week approx. 500 hours/year), hourly position with remote work location. The hours are very flexible and will be heavier during the season with fewer hours in the summer months.
- Travel and work-related expenses reimbursed.
- Professional development opportunities provided through conferences and training.

FIRST Indiana Robotics is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic as defined by applicable law.

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

FIRST Indiana Robotics
info@indianafirst.org