
FIRST Indiana Robotics

FIRST LEGO League Program Manager

Reports To: Director of Programs

Located: Indiana

Preferred Start Date: October 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 an FRC Program Manager to lead team growth, retention, and support for our FIRST Robotics Competition (FRC) program. This role focuses on recruiting new high school teams, sustaining existing teams, supporting event logistics alongside the operations team, and building strong relationships with schools, mentors, and community partners across Indiana. The ideal candidate has strong communication skills, a passion for workforce development and STEM education, and an understanding of the unique seasonal lifecycle of FRC

Responsibilities:

The FRC Program Manager is responsible for the overall management of team recruitment and sustainability for FIN FRC 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

- Team Recruitment & Retention: Develop and implement outreach strategies to recruit new FRC teams while supporting veteran teams to ensure long-term sustainability across high schools and youth organizations in Indiana.
- Mentor & Coach Engagement: Craft regular communications, seasonal updates, and training resources to support FRC mentors and coaches through Kickoff, Build Season, District Competitions, and Championship events.
- Event & Operations Support: Attend mandatory FIN FRC District events and State Championship; collaborate with the FIN Operations & Logistics Manager to ensure FIRST standards are upheld.
- Partnership Development: Build and manage relationships with school administrators, corporate sponsors, and community leaders to expand access to high school robotics.
- Stakeholder & Advisory Engagement: Build and manage an advisory group or community of practice to advance FRC program growth and sustainability initiatives.
- Representation & Travel: Represent FIN at community events, presentations, and conferences. Statewide travel, including evenings and weekends during event season, is required.
- Reporting & Administration: Support monthly reporting to FIN leadership and FIRST Headquarters, utilizing CRM/Salesforce tools to maintain team records.

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.
- The position could be worked out as a contracted (1099) position as well.
- 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