



Our Future: Built Better Together

FIRST Indiana Robotics *FIRST* LEGO League and *FIRST* Tech Challenge Program Manager

Reports To: Director of Programs
Located: Indiana - Remote Position
Job Type: Part-Time
Preferred Start Date: September 2025

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. FIN delivers *FIRST* programs within the state of Indiana. 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) and *FIRST* Tech Challenge (FTC) programs. 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.

Key Responsibilities

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

- Recruit, support, and sustain FLL and FTC teams across Indiana.
- 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.



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- Support communication and reporting for FIN leadership and *FIRST* headquarters.
- Work with schools and community organizations to remove barriers to participation.
- Represent FIN at events, presentations, and community meetings.
- Travel statewide, including some weekends and evenings, as required.
- Craft email communications to coaches and mentors with seasonal updates, resources, and/or training opportunities.
- 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

- 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.

Compensation and Benefits

- Part-time (20 hours/week), hourly position with flexible work location.
- 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.



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Application Instructions

Please complete the [FIRST Indiana Robotics application for employment here](#). A resume must be uploaded along with the application.

Questions regarding the position can be directed to info@indianafirst.org.