

Math N' More®

Social Impact Fellow @ Math N' More OST Program

Location: Metro Atlanta, GA (Hybrid, with in-person Extended Day Support)

In person: Extended Day Site – TBD

Commitment:

- **August 2026 – December 2027**
- 10 hours per week for 10 weeks (100 hours total), with optional additional contracted hours

Compensation: Fellowship stipend funded by Georgia Tech Institute for Leadership and Social Impact (ILSI)

About Math N' More

Math N' More is a Metro Atlanta-based mathematics education organization committed to closing math proficiency gaps through high-impact tutoring and enrichment. Our Summer Academy provides scholars with rigorous academic instruction, hands-on STEM learning, and transformative experiences that build confidence and mathematical identity.

Position Overview

The Social Impact Fellow will play a critical operational and storytelling role in Math N' More Summer Academy. The Program Assistant supports the daily operations of Extended Day and Out-of-School Time (OST) programming at assigned sites. This role is essential to ensuring smooth program flow, operational efficiency, and a safe, organized learning environment for scholars. The Program Assistant works closely with the Site Coordinator and program team to support transitions, logistics, materials, and scholar supervision throughout the duration of programming.

This role is ideal for individuals who are detail-oriented, proactive, highly organized, and thrive in fast-paced youth program environments.

Key Responsibilities

- Support daily scholar arrival and dismissal procedures, including accurate attendance tracking, check-in/check-out processes, and ensuring safe and orderly transitions for families and scholars.
- Support meal operations (breakfast, lunch, snack) by assisting with scholar supervision, distribution of meals, transition management, and maintaining a safe and structured environment during all food service periods.
- Prepare, distribute, collect, and reset instructional materials, manipulatives, and supplies to ensure facilitators and Math Mentors are fully supported for each session.

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- Provide in-session and between-session operational support to facilitators, Math Specialists, and Math Mentors, including setup, breakdown, and transition assistance.
- Support all daily transitions between academic blocks, enrichment activities, meals, and dismissal to ensure adherence to the program schedule and minimize disruptions.
- Execute assigned operational tasks such as copying, printing, room setup and breakdown, cleaning resets, supply organization, and general site support to allow leadership to focus on instructional oversight.
- Monitor day-to-day program operations, promptly flagging concerns related to safety, behavior, logistics, or attendance to the Site Coordinator or Program Leadership.
- Assist with general site organization and maintain clean, safe, and welcoming program spaces at all times.
- Other duties as assigned to support the success and integrity of Extended Day and OST programming.

Required Qualifications

- Current Georgia Tech undergraduate or graduate student
- Strong attention to detail and organizational skills
- Interest in education, nonprofit leadership, or social impact
- Experience with Canva, social media platforms, or digital content creation preferred
- Ability to manage confidential student information responsibly
- Strong written communication and visual storytelling skills
- Ability to work independently and meet deadlines

What You Will Gain

- Direct experience supporting a growing Atlanta education nonprofit
- Exposure to nonprofit operations, enrollment systems, and program logistics
- Portfolio-ready social media and storytelling experience
- Mentorship from nonprofit leadership
- Opportunity for continued or expanded contract work beyond the fellowship

To Apply

Interested candidates should apply resume, cover letter expressing interest with Subject Line: **Georgia Tech Social Impact Fellowship** via email to Dr. Roblesz roblesz@mathnmore.org