Position Available: Manager of Programs
Supervisor: Vice President, Programs
Status: This is a full-time exempt position
Location: Santa Clara
Compensation: Salary commensurate with experience
Benefits: Excellent benefits package

ALEARN

ALearn's mission is to raise significantly the college-going rates for underrepresented minority students in Silicon Valley by increasing their readiness and eligibility for college through high quality supplemental programs. For more information, go to www.ALearn.org.

JOB DESCRIPTION:

The Manager of Programs works closely with V.P. of Programs to assist in developing and implementing ALearn's programs and evaluating program results. The Manager is responsible for the day-to-day management and logistics of ALearn's middle school and high school programs (Math Acceleration Program, MAP Plus, Catalyst and Zoomz). As a member of ALearn's management team, this individual participates in strategy development, operational management and external relations. The Manager assists and works closely with various functions of the agency in achieving agency goals and objectives.

DUTIES & RESPONSIBILITIES:

Program Management

- Provide on-site supervision and management of ALearn programs as needed.
- Collaborate with partner schools' staff to ensure program goals are met effectively.
- Assist in hiring and work effectively with summer coordinators.
- Lead outreach efforts, hiring and ongoing support of teaching assistants.
- Assist in planning and organizing of professional development training sessions for teachers and teaching assistants.
- Develop and lead teaching assistants (TA) orientation and training.
- Assist V.P. of Programs in drafting program reports.
- Assist Development with the corporate volunteer program. Reach out, recruit, train, and accompany corporate volunteers during classroom visits and presentations.
- Participate in agency events, including training, fundraising events and other program activities.
- Oversee ALearn's website and Facebook page to ensure timely updates of content

College Readiness

Lead the college readiness component of ALearn's programs:

- Recruit and supervise college student TAs.
- Oversee planning and organizing of college visits and college nights.

- Manage Zoomz.net, ALearn's online community for first generation high school and college students. Manage posted content, moderate member services, and ensure regular updates to the site. Facilitate implementation of online college readiness curriculum for the Catalyst program.
- Represent and speak on behalf of ALearn at community events focused on college access such as College Day San Jose and MESA Day.
- Help build and maintain ALearn's collaborative relationships with local universities, community-based organizations, news media, and employee groups from local companies that support college access for first generation students.
- Work with Development to plan and organize the logistics of the corporate volunteer program. Reach out, recruit, train, and accompany corporate volunteers during classroom visits and presentations.

Parent Engagement

Lead ALearn's parent engagement efforts:
- Help create new channels of communication and engagement with parents from partnering schools.
- Lead planning efforts for parent events such as college nights and program graduations.
- Create online content on ALearn's website to inform and engage parents.

REQUIREMENTS:
- Bachelor's degree
- Minimum of 3 years of teaching/project management experience
- Demonstrated commitment to working with underrepresented students and families.
- Excellent interpersonal skills
- Demonstrated excellent supervisory and management skills
- Ability to develop, monitor, and assure compliance with processes and policies
- Strong organizational skills, ability to manage multiple tasks and projects of varying complexity concurrently
- Ability to establish and maintain effective working relationships with individuals at various levels of responsibility (volunteers, agency staff, school representatives, Board of Directors, and other community partners)
- Demonstrated ability to manage diverse teams to achieve measurable results
- Excellent written and verbal communication skills
- Ability to accommodate a flexible schedule. Position requires occasional work during evenings and weekends
- Skilled in use of Microsoft office products

DESIRED:
- Math content expertise
- Non-profit experience
- Background in education (teaching or advocacy work)
- Spanish/Vietnamese bilingual

TO APPLY, SEND TO ROCIO ABUNDIS-RODRIGUEZ, VP OF PROGRAMS, RABUNDIS@ALEARN.ORG
- Cover letter
- Resume

Note: Since relocation assistance is not available for this position, we are considering applicants residing in the San Francisco Bay Area only at this time.