



Position Title: Program Coordinator, After School Programs

Location: San Francisco, CA

About SMART

SMART (Schools, Mentoring and Resource Team, Inc.) provides low-income students access to an exceptional education and the skills needed to thrive in college and in life. SMART's vision is to end the cycle of poverty in San Francisco by providing students and families financial, academic, and social emotional support, as well as college preparation and career exploration. Our organization provides a unique eight-year continuum of support that starts in 4th grade and goes all the way to college, including school support, after school enrichment, summer programming and college preparation. Since launching our high school program in 2011, 100% of SMART Scholars have graduated high-school and matriculated to college. While only 21% of very low-income students who enter college will graduate within six years, SMART Scholars are currently persisting at a rate of more than 80%.

Position Description

The Program Coordinator, After School Programs (ASP) will support management of our middle and high school programming in addition to helping develop and implement key annual projects that are critical to achieving strategic objectives. The ideal candidate is a self-starter who loves to collaborate, demonstrates a true "can-do" attitude, and thrives in a fast-paced environment. The tasks of the ASP Coordinator fall under the following skill-based themes: Program Management & Development; Student Advisory/Case Management; Curriculum Development & Delivery; External Relationships Management; Diversity & Inclusion Issues. The ASP Coordinator will contribute strategic thinking on how to most effectively implement day-to-day programming, lay the foundation to develop new program activities, and ensure high-quality academic, social, and emotional support to SMART middle and high school Scholars.

Responsibilities include (but are not limited to):

After School Program Management & Support

- Assist in the development and management of the ASP structure for Scholars that creates a safe and comfortable learning environment and promotes the effective delivery of curriculum during workshops
- Assist in the development and delivery of a rigorous curriculum for SMART Scholars
- Implement and manage a system for tracking student ASP attendance, and routinely evaluate and update tracking systems
- Assist with data collection that will contribute to the tracking of programmatic progress toward key ASP program goals and ensure data is entered into database for tracking
- Assist management of ASP calendar of events, and help to plan social and community events to engage SMART Scholars, families, alumni and volunteers
- Support the delivery of surveys to Scholars, families, schools, and volunteers
- Manage the coordination of ASP Scholar transportation from partner schools to the program space
- Manage supply inventory and arrange the purchase of program supplies in accordance with the organization's purchasing policies and budgetary restrictions

Scholar Support

- Support program staff in development of a system for monitoring Scholar caseloads, including referrals, coordinated services and internal support model
- Help plan and facilitate effective Scholar support meetings
- Research and update efficient Scholar behavior assessment strategies
- Assist development of structure and templates for Scholar support plans

- Help create data systems to capture accurate records of Scholar intervention efforts including parent contact, referrals for services and meeting notes
- Analyze and report on Scholars socioemotional outcomes
- Facilitate parent meetings and workshops on socioemotional, developmental and other intervention based adolescent topics

Scholar Advisory & Case Management

- Manage school based student advisories, maintaining strong relationships with your advisory Scholars/families
- Develop and maintain relationships with advisory school liaisons and teachers, and assist in the maintenance of school relationships in order to support Scholar academic and socioemotional needs
- Coordinate and carry out monthly check-ins and twice yearly in-person visits to both middle and high schools for your advisory Scholars
- Assist with designing, implementing, and maintaining individualized systems of support as needed with advisory Scholars that are experiencing academic and/or socioemotional challenges
- Hold parent/Scholar meetings at least two times a year to set academic and ASP expectations
- Lead outreach to external organizations for referrals and access to external resources and supports for Scholars' academic and socioemotional challenges

Experience and Competencies:

- Bachelor's degree required.
- Strong passion for issues of educational equity for students from underserved communities
- Deep understanding of the challenges faced by minority populations and underrepresented communities. Experience working directly with underrepresented communities is strongly desired
- Experience and demonstrated understanding of K-12 environments
- 2-3 years of experience working with youth (for example, teaching in an after school program or school environment)
- Experience developing, executing and managing education and/or socioemotional programming with the working knowledge of project management techniques
- Excellent interpersonal skills, demonstrated ability to take initiative, capacity to work independently as part of an intra- and inter-organizational team and multi-tasking proficiency
- Detail-oriented, with strong organizational skills
- Great team player with a strong conviction in the power of collaboration in a small staff setting
- Spanish and/or Cantonese language skills strongly desired

This is a full-time position, pay will be competitive & commensurate with experience

How to Apply: Please submit a thoughtful cover letter and resume to Ben Buis, Chief Operations & Finance Officer at careers@thesmartprogram.org. Due to the volume of applications we receive, please no phone calls.

Deadline to Apply: Thursday, February 15, 2018

Contact: Ben Buis, Chief Operations & Finance Officer

SMART is an equal opportunity employer and encourages applicants from all racial, ethnic, and religious backgrounds, national origins, sexual orientations and genders.