

Position Title: Program Manager, School Enrollment

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 Manager, School Enrollment will manage the enrollment of 5th grade SMART Scholars into middle school and 8th grade SMART Scholars into high school. These are critical transition years for our Scholars. The Program Manager, School Enrollment will empower SMART families to identify, apply and enroll in academically rigorous schools. In addition, the Program Manager, School Enrollment will develop critical family relationships for SMART at the entry point of an eight-year program. The Program Manager, School Enrollment will also direct SMART's 4th grade student recruitment process. The ideal candidate is an excellent communicator and relationship builder, a self-starter who loves to collaborate, has an orientation to detail and ability to see the big picture, and thrives in a fast-paced environment.

Responsibilities include (but are not limited to):

School Enrollment:

- Provide guidance and counseling to 5th and 8th grade families throughout the middle and high school enrollment process, to ensure enrollment in academically rigorous schools.
- Assist families with scheduling school tours, submitting applications and successfully navigating the enrollment process.
- Manage volunteer high school enrollment coaches, including recruitment, orientation, and guidance throughout the coaching process.
- Ensure that all returning Scholars are submitting necessary forms for re-enrollment in their schools.
- Build and strengthen relationships with schools that SMART Scholars attend, with a focus on key administrators, admission directors, and high school counselors.
- Organize interview practice days for families, as well as informational events such as fairs and panels.
- Prepare students for standardized admission tests by organizing test practice sessions, and scheduling testing for students who do not receive these services at their school.

Scholar Recruitment:

- Manage staff outreach to elementary schools and community-based organizations to solicit nominations for SMART's program.
- Manage presentations, workshops and information sessions for prospective families.
- Coordinate SMART assessment days.

Program Management:

- Ensure all data related to recruitment and school enrollment is entered in a timely and accurate manner.
- Use data to analyze and evaluate the recruitment and school enrollment programs.
- Develop and manage annual budget for recruitment and school enrollment programs.

Additional Tasks:

- Represent SMART to external audiences as requested.
- Participate in SMART board meetings and present program updates as requested.
- Participate in SMART's annual and strategic planning processes.
- Teach and provide staff assistance to SMART's summer program.
- Support SMART's fundraising and program events throughout the year.
- Other tasks as assigned.

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 from underresourced backgrounds.
- Experience working directly with underrepresented communities is strongly desired.
- Experience and demonstrated understanding of K-12 environments.
- Minimum of five years of professional experience, with a focus on working with youth, families and/or schools.
- Experience with processes of application, admission, and financial aid in educational settings.
- 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 language skills strongly desired.

This is a full-time position. Some evenings and weekend work required. Compensation will be competitive and 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: Friday, May 11, 2018.

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