



Position Title: Program Manager, Student Data

Location: San Francisco, CA (currently remote due to Covid-19)

About SMART

SMART (Schools, Mentoring and Resource Team, Inc.) champions education equity by supporting students in overcoming systemic barriers on their journey to a college degree. We envision a community with equitable pathways to college graduation for every student in San Francisco. SMART 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, Student Data works closely with SMART staff and other stakeholders to ensure that the organization is collecting and analyzing data to drive program outcomes, measure impact, and inform organizational evaluation and learning. As a member of SMART's program team, the Program Manager, Student Data will also teach in SMART's after-school program and advise students. The ideal candidate is a self-starter who loves to collaborate, is detail-oriented, skilled in developing key performance indicators and metrics, and thrives in a fast-paced environment. The Program Manager, Student Data reports directly to the Director of Programs.

Responsibilities include (but are not limited to):

Student Data

- Promote office-wide culture of data collection, evaluation, and learning.
- Research and develop organizational data standards and quality assurance.
- Manage data collection and analysis in line with SMART's Key Performance Indicators.
- Maintain and further develop our Salesforce database.
- Prepare reports and summaries of data from complex records for teams across departments.
- Research and manage data collection for analysis and evaluation of programs and tactics.

Student Teaching and Advising

- Facilitate workshops and manage a classroom of 15-20 students in SMART's after-school program.



SMART

- Manage a school-based student advisory, maintaining strong relationships with the advisory students, their families, and the schools they attend.
- Provide support to families in the advisory with school communication and engage families with SMART events.
- Support advisory students by collecting personal and academic student data to inform SMART about student progress.
- Check in with students in the advisory regarding their social, emotional, and overall well being on a regular basis.

Additional Tasks:

- Represent SMART to external audiences 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.
- Minimum of five years of professional post-college experience, including experience interfacing with and maintaining data systems, evaluating programs and measuring outcomes. Proficiency in Salesforce platform strongly desired.
- Demonstrated passion for issues of educational equity for students from underserved communities, communities of color, and immigrant communities.
- Deep understanding of the challenges faced by students from under-resourced backgrounds.
- Experience and demonstrated understanding of K-12 environments.
- Spanish language skills preferred.
- Excellent interpersonal skills, demonstrated ability to take initiative, and capacity to work independently and as part of a team.
- Detail-oriented, with strong organizational skills.
- Great team player with a strong conviction in the power of collaboration in a small staff setting.

This is a full-time position. Some evenings and weekend work required. While we are currently working remotely, successful candidates are expected to be available for in-person work in the Bay Area as future health conditions allow.

Salary Range: \$60,000 - \$65,000

Compensation will be competitive and commensurate with experience. We are also proud to offer competitive benefits, including: Paid holidays, generous paid time off policy and parental leave



policy, 100% coverage of employee medical and dental insurance, employer sponsored life insurance and long-term disability insurance, and access to pre-tax benefit programs such as commuter benefits, flexible spending accounts, and a 401K account.

How to Apply: Please submit a thoughtful cover letter and resume to Mayra Nayeli Martin, Director of Programs at careers@thesmartprogram.org. Due to the volume of applications we receive, please no phone calls.

Deadline to Apply: Applications will be evaluated on a rolling basis until the position is filled.

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