



**Position Title:** Recruitment and School Enrollment Manager

**Location:** San Francisco, CA

### **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 Recruitment and School Enrollment Manager will report to the Director of Programs and supervise a Program Associate. The Recruitment and School Enrollment Manager will manage the 4th grade Scholar recruitment process as well as the enrollment of 5th grade students into middle school. In these critical transition years for our Scholars, the Recruitment and School Enrollment Manager will empower SMART families to identify, apply, and enroll in best-fit schools and will develop critical family relationships for SMART at the entry point of an eight-year program. 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):**

#### *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.
- Manage application, assessment, and selection process.
- Co-lead planning and execution of SMART's Summer Academic Enrichment Program.

#### *School Enrollment:*

- Provide guidance and counseling to 5<sup>th</sup> grade families throughout the middle school enrollment process, to ensure enrollment in best-fit public, charter, and independent schools.
- Assist families with scheduling school tours, submitting applications and successfully navigating the enrollment process.
- Build and strengthen relationships with schools that SMART Scholars attend, with a focus on key administrators and admission directors.
- 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.



- Oversee execution of school enrollment workshops for families planning to enroll in middle schools throughout San Francisco.

*Program Management:*

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

*Additional Tasks:*

- Represent SMART to external audiences as requested.
- 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 students from underserved communities.
- 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.
- Team player with a strong conviction in the power of collaboration in a small staff setting.
- Spanish language skills are a plus.

This is a full-time exempt position. Some evenings and weekend work required.

**Compensation and Benefits:** The annual salary range for this position is \$60,000-67,000. SMART is also proud to offer additional competitive benefits, including: Paid holidays, generous paid time off policy and parental leave policy, 100% coverage of employee medical, dental, and vision 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](mailto:careers@thesmartprogram.org). Due to the volume of applications we receive, please no phone calls.

**Deadline to Apply:** Applications accepted until 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. Learn more about SMART's commitment to equity, inclusion, and diversity at [www.thesmartprogram.org/equity](http://www.thesmartprogram.org/equity).