



**Position Title:** Program Associate

**Position Type:** Part Time

**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 twelve-year continuum of support that starts in 4th grade and extends through college, including school support, after-school enrichment, summer programming, college prep, and college persistence support. As a result, SMART Scholars are more than four times more likely to graduate college when compared to their peers. Furthermore, while only 21% of low-income students who enter college will graduate within six years, SMART Scholars are currently persisting at a rate of more than 80%.

### **SMART's Values:**

- **Community:** We build a community that celebrates diversity, thrives on teamwork, and appreciates everyone's contributions. Through community, we are stronger.
- **Equity:** We are committed to systems and processes that are just, fair, and inclusive, enabling all people the opportunity to belong, participate, and reach their full potential.
- **Empowerment:** We believe the path to empowerment and self-advocacy is through the encouragement, support, and guidance of those around us.
- **Learning:** We believe education and life-long learning enhance our understanding of our world, our place within it, and provide the tools to change it. Through embracing challenges and learning opportunities, we make progress.
- **Joy:** We center joy in our community and practice. We view joy as an act of liberation, which unleashes creativity, strengthens relationships, and propels the work that we do.

### **Position Description**

The Program Associate supports SMART's middle and high school after-school programming in addition to helping implement key annual projects that are critical to achieving SMART's objectives. The Program Associate facilitates activities with students and also provides logistical support to lead staff, ensuring a positive environment and effective program delivery for Scholars. The ideal candidate is a passionate self-starter who loves to collaborate, demonstrates a true "can-do" attitude, and thrives in a fast-paced environment.

This is a part time position for the Spring semester of the 2023-24 school year (through May), with the potential for a summer position as well. The Program Associate will work Monday through Thursday during after-school hours, 16 hours per week.

**Responsibilities:**

- Support staff in creating a positive college going culture that values academic and social-emotional skill building.
- Facilitate workshops and manage a classroom of 15-20 students, including preparation of classroom materials and resources.
- Support lead staff in After-School Program operations, including tasks such as attendance tracking, snack set up, and more.
- Support activities of the SMART Student Advisory Board.
- Support the After-School Program with data entry as needed.
- Collaborate with staff members on special projects to meet SMART's mission and program objectives.
- Establish, build on, and leverage student relationships.
- Other tasks as assigned.

**Experience and Competencies:**

- Must be currently enrolled in college or a college graduate.
- Strong passion for issues of educational equity for students from underserved communities.
- Experience working or volunteering directly with underrepresented communities is strongly desired.
- Some work or volunteer experience with youth is preferred.
- Some classroom facilitation experience is preferred.
- Excellent interpersonal skills, demonstrated ability to take initiative, and capacity to work independently as well as part of a team.
- Detail-oriented, with strong organizational skills.
- Fluency with virtual tools and platforms.
- Fluency in Spanish or Cantonese strongly desired.

**Additional Workplace Expectations:**

- This is a part-time, non-exempt position. Typical hours for this position are 3:00-7:00pm, Mondays through Thursdays.
- All SMART employees must be up-to-date on vaccinations for COVID-19.
- This position is expected to be performed in person at our office in San Francisco.

**Compensation and Benefits:** The hourly rate range for this position is \$22.00-\$23.50 depending on experience. Part time employees also accrue paid sick days and paid vacation days on a pro rata basis.

**How to Apply:** Please submit a thoughtful cover letter and resume to Mayra Nayeli Martin, Senior 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)