Position Title Senior SF STEM Program 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 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

SMART has partnered with the Crankstart Foundation to launch SF STEM at SMART, a new program for SFUSD students from low-income households who demonstrate strong math aptitude. The program recruits students in 5th grade and provides individualized STEM enrichment advising and funding through middle school.

Reporting to the Senior Director of Programs, the Senior SF STEM Program Manager will build and lead this program from the ground up. This team member will lead recruitment and selection of each cohort in coordination with SFUSD, serve as the dedicated advisor and single point of contact for students and their families, and cultivate partnerships with STEM organizations so each student is matched with opportunities that fit their interests. 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.

SMART

Responsibilities include (but are not limited to):

Program Development and Management

- In partnership with the Senior Director of Programs and Executive Director, build and launch SF STEM at SMART in partnership, including program design, systems, and processes.
- Develop, maintain, and implement the annual program calendar, including cohort meetings, student and family meetings, and events.
- Develop and maintain relationships with middle schools attended by SF STEM students..
- Identify and implement appropriate resources and support strategies for students and families.

Recruitment and Program Enrollment

- Lead recruitment of 5th grade and middle school students through outreach to SFUSD elementary schools, teachers, and community partners.
- With the support of the SMART Salesforce consultant, launch and manage the program's application portal and process, including collecting supporting documentation from families.
- Coordinate the selection committee, including parent and student interviews and scoring applicants on a shared rubric.
- Onboard new students and families into the program.

Student and Family Advising and Activities

- Serve as the dedicated advisor and main point of contact for students and families from 5th grade through the fall semester of 9th grade.
- Work closely with families to help them navigate STEM opportunities, applications, and next steps.
- Support students in preparing and applying for after-school and summer STEM enrichment opportunities personalized to their interests.
- Plan and lead cohort meetings and events for students and families.
- In partnership with SMART staff, support 8th grade families in navigating high school application and enrollment processes.

STEM Organization Partnerships

- Cultivate and maintain partnerships with STEM organizations across the Bay Area and nationally to offer a variety of rigorous program options.
- Identify, match, and finalize each student's after-school and summer program opportunities.
- With the support of the SMART Operations Manager, coordinate program logistics, including student transportation to the SMART office and to STEM opportunities outside of San Francisco.

Data Tracking

- Ensure student and program data is accurately and consistently collected and updated in SMART's database.
- Use data collected to assess student needs and program effectiveness and to adjust the program model to achieve student and program goals.
- Collaborate with the Development Team to produce reports and talking points for the funder.

Other Program and Organization-wide Responsibilities

- Support and participate in organization-wide events as needed.
- Other duties and special projects as needed.

Qualifications

Essential Qualifications

- 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 under-resourced backgrounds.
- Experience working directly with underrepresented communities is strongly desired.
- Minimum of five years of professional experience, with a focus on working with youth, families, volunteers, and/or schools.
- Proven ability to engage, manage, and motivate a group of 15-45 middle school students.
- Detail-oriented, with strong project management and organizational skills.
- Excellent interpersonal skills, demonstrated ability to take initiative, capacity to work independently as part of a team, and multi-tasking proficiency.
- Great team player with a strong conviction in the power of collaboration in a small staff setting.

Preferred Qualifications

- Experience working with STEM youth organizations is highly preferred.
- Background and/or passion for STEM.
- Spanish or Cantonese verbal and/or written language proficiency.

Additional Workplace Expectations:

- This is a full-time exempt position. Regular evening work required.
- SMART employees currently work on a hybrid schedule - three days per week at our office in San Francisco and two days per week remote.
- This position includes work on approximately one Saturday per month.
- Local travel to school sites and STEM partner locations is required.

Compensation and Benefits:

- Annual starting salary for this position is $85,000-$90,000
- SMART is also proud to offer additional competitive benefits, including: 13 paid holidays, generous paid time off policy and parental leave policy, week-long office closures during winter holidays and during summer, three department wellness days, 100% coverage of employee medical, dental, and vision insurance (and 50% coverage of dependent coverage), reimbursement for cell phone and home internet, 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 Martín, Senior Director of Programs, at careers@thesmartprogram.org.
- Please write your name and the title for this position ("Your Name – Senior SF STEM Program Manager") in the subject line of your email.
- 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.

All job applicants and employees must be currently authorized to work in the United States for any employer on a full-time basis without the need for visa sponsorship now or in the future. Positions at SMART are not eligible for employer visa sponsorship, and SMART is not able to sponsor applicants or employees for work-related visa status. Any offer of employment is contingent on clearance of Checkr background check.