Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires students furthest from access and opportunity to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background.

**Position: Program Manager**

**Job Location: San Jose, CA**

Manage and implement projects associated with the Science, Technology, Engineering and Math (STEM) initiatives for SVEF; specifically, managing the Elevate [Math] and Computer Science Institute (CSI) summer program. Reports to the Program Director as part of the overall program team to support the SVEF mission and goals.

**Major Duties & Responsibilities**

- Implement SVEF educational programs such as Elevate [Math] and Elevate [Math]².
- Manage day to day logistical planning and interaction with the school districts, teachers, and other partners.
- Collaborate with other education partners including other nonprofits and the business community.
- Provide support in the implementation of strategic initiatives to continually refine and improve SVEF education initiatives while meeting measurable goals and objectives.
- Ensure consistent and responsive delivery of high-quality projects/services.
- Manage program seasonal recruitment and train SVEF’s seasonal staff; assist with the managing of volunteers.
- Support and engage in staff development programs to enhance skills and abilities to provide for professional growth.
- Provide support for grants, special projects, events or fundraisers in support of STEM.
- Participate in SVEF’s efforts to develop and implement activities to identify, solicit, involve and retain donors.

**Required Qualifications and Experience**

- A Bachelor's degree or higher; relevant management experience, preferability in Education.
- Demonstrated commitment to the mission and exhibits core values of SVEF and working with underrepresented students and families.
- Strong organizational skills, ability to coordinate multiple tasks and support projects of varying complexity concurrently.
- Strong analytical and creative problem solving skills.

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.

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● Ability to develop, monitor, and assure compliance with processes and policies.
● Ability to establish and maintain effective working relationships with individuals at various levels of responsibilities (volunteers, agency staff, school representatives, and other community partners).
● Excellent interpersonal, written and verbal communications skills.
● Ability to accommodate a flexible schedule. Position requires occasional work during evenings and weekends.
● Skilled in use of Microsoft office and Google Suite and Salesforce.
● Must possess a valid driver’s license and access to reliable transportation; periodic regional travel required

Additional Preferred Qualifications and Experience
● Non-profit experience
● Background in education (teaching or advocacy work)
● Bilingual in English and Spanish

Compensation
Preferred start date as soon as possible. Salary range $50,000 - $55,000/yr. Currently working 3 days per week in the office and 2 days remote.

Application Process
Send cover letter and resume to hr@svefoundation.org

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