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, who lack access and opportunities, 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. SVEF has an established legacy of providing proven STEM programs and being profoundly committed to empowering students to graduate high school career and college ready. The impact of our work is evident in our strong partnerships with districts and donors in closing the achievement gap and the creation of a workforce that has the skills to meet 21st century needs.

Position: Program Coordinator

The Program Coordinator collaborates with the Programs Team to implement SVEF's Computer Science [CS] Innovate and Elevate [Math] programs. The Program Coordinator is responsible for facilitating, organizing and executing program activities. The Program Coordinator also collaborates in supporting stakeholder relationships, facilitating operations, and enhancing external relations. The Program Coordinator assists and works closely with various functions of the team and supports other initiatives and efforts in achieving the organization's goals and objectives.

Primary Duties & Responsibilities

Program Coordination

- In coordination with the Director of STEM Programs and team members implement the programs
- Work independently and with the team to create and execute systems that deliver effective programs
- Coordinate day to day logistical planning and interaction with the school districts, teachers, and other partners
- Coordinate planning and organizing professional development, family outreach and student events; provide logistic and on-site support to ensure successful implementation
- Support the efforts to recruit and train SVEF's part-time staff including teachers and college student teaching assistants
- Collaborate in planning and organizing of student recruitment activities, and management of the registration process and developing strategies and activities to recruit students, including, but not limited to, production of recruitment materials and planning of family outreach
- Ensure consistent and responsive delivery of high-quality projects/services and support with program data collection
- Maintain Salesforce data integrity, utilize Salesforce apps including SMS, G Connector and FormAssembly

- Collaborate on new SFDC structures
- Support work for Code.org regional partners
- Ensure all assessments and surveys are working and ready for students

- Coordinate with the team to collect, prepare and standardize data, and report on student and program impact data. In addition, securely store data in compliance with legal guidelines and requirements
- Participate in SVEF's efforts to develop and implement activities to identify, solicit, involve and retain donors
- Collaborate with the Fundraising team with the corporate volunteer engagement
- Recruit, train, and accompany corporate volunteers during classroom visits, presentations, and other activities
- Participate in SVEF events, including training, fundraising and outreach, and other program activities
- Other duties as assigned

Required Qualifications and Experience

- Bachelor degree or higher or relevant project coordination experience, preferably in education
- Commitment to the mission 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.
- Ability to develop, monitor, and assure compliance with internal standard operating procedures
- 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
- Experience withMicrosoft office and Google Suite products.
- Must possess a valid driver's license and access to reliable transportation; periodic regional travel required

Additional Preferred Qualifications and Experience
- Knowledgeable about Computer Science programming
- Non-profit experience

- Background in education (teaching or advocacy work)

Preferred Start Date and Salary Parameters

- Preferred start date as soon as possible. Generous benefits with a salary commensurate with experience. Salary range from $55-60k.
- Currently working 3 days per week in the office and 2 days remote.

Application Process

Send cover letter and resume to hr@svefoundation.org