



SILICON VALLEY
education
FOUNDATION



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.

Eastside Education Initiative (EEI)

The Eastside Education Initiative's (EEI) mission is twofold: (1) to advocate for equal funding for East San Jose schools and (2) to provide supplemental educational services to promote a college and career readiness culture. EEI will focus on four key 'pillars' of success: Student, Family, and Community Engagement, Core Subject Proficiency, College and Career Readiness, and Advocacy. The pillars will shape the program investment and prioritize areas based on contributions to student achievement.

Included in EEI's mission is to provide supplemental educational services to promote a college and career readiness culture by engaging Eastside students and families, improving core subject proficiency of Eastside students leading to an increase of students who pass A-G coursework, providing college and career-aligned programming beginning in the 6th grade to increase enrollment and persistence in two-year colleges and four-year universities.

Position: College and Career Specialist

Job Location: San Jose, CA

Under the direction of the Eastside Education Initiative Director, the College and Career Specialist will organize, maintain and provide a wide variety of career information and materials; communicate with students, families, staff, and community representatives concerning career planning and college entrance.

Utilizing leadership, advocacy, and collaboration, the College and Career Specialist will promote student success and respond to identified student needs by developing, managing, delivering, and assessing a comprehensive college and career advising program. This position will serve students in grades 6-8.

Our ideal candidate will have experience working with diverse populations, demonstrate knowledge of college and career advising techniques, contribute to college and career readiness culture, and integrate students, families, staff, and the community into the program.

Primary Duties and Responsibilities

- Engage 6th-8th grade students and their families with college and career planning and work across districts to ensure seamless connections from middle school to high school.
- Create and deliver a workforce engagement plan with school districts, nonprofits, community colleges, and 4-year universities that increase economic mobility.
- Assist students in forming academic, college, and career plans, and develop attitudes, skills, and knowledge based on student needs.
- Assist students and families with strengthening academic achievement in all core proficiencies, increasing academic aspirations, and raising college awareness
- Assist students and families in understanding and navigating the complexities of transitioning from elementary to middle school and planning for high school and postsecondary opportunities
- Organize and facilitate large/small group sessions that involve hands-on experience for each student to include: secondary school success, college awareness, and general elements of college readiness such as study skills, self-monitoring, goal-setting, time management, problem-solving, etc.
- Organizes, updates, and maintains college and career materials for the purpose of providing current information for students, parents, and staff.
- Engage and foster collaborative relationships with parents.
- Maintain data and records such as student and parent participation rates, completion of student college and career portfolios, calendars, agendas, etc.
- Lead and facilitate summer student support.
- Demonstrate flexibility and responsiveness
- Other duties as assigned

Knowledge of:

- Career and occupational resources, trends, and opportunities.
- College entrance requirements and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Basic research methods.
- College admission requirements, financial aid requirements, and training necessary for future

Minimum Qualifications

- Minimum of two years of successful experience managing a caseload and working with diverse students with various academic backgrounds and achievement levels.
- Preferred Pupil Personnel Services Credential - School Counseling

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.

- Evidence of a strong work ethic and ability to work collaboratively with different groups.
- A valid driver's license and reliable transportation is required.
- Strong attention to detail and ability to manage many moving projects at once
- Excellent communication and interpersonal skills; strong community network in East San Jose
- Ability to maintain professionalism under pressure, to problem-solve, anticipate change and react efficiently to challenging deadlines and priorities
- Works well independently but also works collaboratively with a team in a fast-paced environment with a willingness to learn
- Demonstrated proactive and creative analytical skills
- Google Suite and Excel proficiency
- Spanish speaking is highly preferred

Preferred Start Date and Salary Parameters

Preferred start date as soon as possible. Generous benefits with a salary commensurate with experience. Salary range from \$75-80k.

Application Process

Please submit your cover letter and resume to HR@svefoundation.org.

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