Silicon Valley Education Foundation
1400 Parkmoor Avenue, Suite 200, San Jose, CA 95126

**Job Title:** 49ers STEM Leadership Institute Program Manager – High School (11th/12th Grade)

**Program Overview**

The 49ers STEM Leadership Institute (SLI), created in partnership with the San Francisco 49ers, Silicon Valley Education Foundation (SVEF), and the Santa Clara Unified School District (SCUSD), is a six-year program that prepares students with high academic potential to be outstanding. Approximately 360 students from grades 7th through 12th participate in the SLI program, located at digital fabrication labs at Cabrillo Middle School and Santa Clara High School in the Santa Clara Unified School District. Students complete a rigorous college preparatory curriculum, engage in STEM projects and competitions, and participate annually in 300+ hours of additional learning time, in addition to school.

**Position Description**

The Program Manager will work closely with the Program Director to operate the 49ers STEM Leadership Institute at the High School level (11th-12th grades). Responsibilities include but are not limited to:

- Collaboration with Program Director and other Program Managers in establishing and executing sustainable program policies and systems that are mission-aligned. Planning and administration of day-to-day logistics for the SLI program: scheduling, purchases, student/parent communication, lesson planning, and preparing for special events.

- Developing and implementing a plan to prepare SLI students for college applications (provide information about choosing and applying for colleges, financial aid, and special programs.)

- Provide workshops on topics such as interview skills, résumé writing, soft skills, and leadership. Coordinating and organizing similar, relevant opportunities.

- Providing 1-1 support to 11th/12th graders about program requirements, college applications, wellbeing, etc.

- Support of SLI teaching team: overseeing 11th and 12th-grade programming, monitoring collaboration time, the guidance of proposed extended hours curriculum, and focus on lab curriculum and classroom integration.

- Recruitment, engagement, and retention of university and industry mentors, education and business community collaborative opportunities, volunteer networks, guest speakers, field experiences, and other partners.

- Support various partnership needs (SCUSD, 49ers Foundation, Chevron, etc). Seek and cultivate new partnerships to provide learning opportunities for our students.

- Continuous monitoring of developments in the STEM Leadership arena and introducing new ideas to further the growth and development of the SLI program and its students.

- Creating opportunities for alumni engagement throughout the year

- Collecting and managing student and alumni data for the purposes of data reports to program stakeholders
Qualifications

- Bachelor's degree or equivalent experience is required. Possession of teaching credential and experience working in education spaces are a plus.
- Experience in college counseling, leadership, and/or soft skills coaching preferred
- Demonstrated skills in project management, time efficiency, organization, written and verbal communication.
- Quickness to adapt and learn; strong work ethic as part of a team. Ability to work independently and without direct supervision.
- Commitment to the mission and vision of the 49ers STEM Leadership Institute.
- Clearance to work with public school students via TB testing and livescan fingerprinting.
- Willingness to perform some occasional required early morning and weekend work.
- Proficiency in Google Workspace is strongly preferred. Comfort with digital fabrication and maker spaces is strongly preferred.

Preferred Start Date and Salary Parameters

Preferred start in July 2022. Complete benefits package and salary commensurate with experience.

Application Process

Send a cover letter and resume to sarahr@svefoundation.org.