



ALEARN Manager of Programs Position Description and Qualifications

Organization Overview

ALEARN is a leading educational non-profit committed to helping students from low-income backgrounds to become successful first-generation college students in Santa Clara and San Mateo Counties. Over the last nine years, ALEARN has served over 9,000 students in 15 school districts through its summer programs, Math Acceleration Program (MAP) and Catalyst to High School program, and through two after-school programs, MAP+ and Girls Exploring Math (GEM). Its newest program, Catalyst to College, serves incoming 10th graders and mentors them all the way into college.

ALEARN's programs for 6th-12th graders have proven to be effective in helping students change their attitudes and motivation in math and other subjects, improve their math skills and conceptual understanding, and build aspirations, goals, and tools for going to college.

Position Overview

The Manager of Programs works closely with Director of Programs to assist in developing and implementing ALEARN's programs and evaluating program results. S/He is responsible for the day-to-day management and logistics of ALEARN's acceleration and enrichment programs in Math, college readiness, and other activities to ensure effective delivery of outcomes and objectives. The Manager also participates in developing district relationships, managing operations, and enhancing external relations. S/He assists and works closely with various functions of the agency and supports other initiatives and efforts in achieving the organization's goals and objectives. The Manager oversees implementation of programs in multiple sites across San Mateo and Santa Clara Counties and may work from both the ALEARN office and remote location(s).

Responsibilities

Program Management

- Develop implementation plans; manage timelines and deliverables; and assist with tracking of progress and outcomes of ALEARN's various middle and high school programs.
- Collaborate with partner staff to ensure program goals are met effectively.
- Recruit and provide training and orientation to ALEARN's program coordinators, college student teaching assistants, teachers, counselors, and/or volunteers; track and support their performance throughout the program delivery cycle.
- Support the development of program contents and activities in alignment with the objectives.
- Assist in planning and organizing of professional development training sessions for teachers, teaching assistants, counselors, and/or volunteers.
- Provide on-site supervision and management of ALEARN's programs as needed.
- Assist Director of Programs in developing strategies and collecting program data; and drafting of program reports.

- Assist with development of strategies and activities to support ALearn’s family engagement efforts; including but not limited to creation of new communications channels and organizing of family events.

Marketing and Outreach

- Assist in developing strategies and activities to recruit students; including, but not limited to, production of recruitment materials and planning of family outreach events.
- Support ALearn’s marketing efforts to promote its mission and solicit support; provide contents for its social media platforms; and support the identification of success stories to showcase program impacts.

Other

- Assist Development with the corporate volunteer program. Reach out, recruit, train, and accompany corporate volunteers during classroom visits, presentations, and other activities.
- Participate in agency events, including training, fundraising and outreach, and other program activities.
- Represent ALearn in community and professional events.
- Other duties as assigned.

Compensation

Salary is commensurate with experience and qualifications. A benefits package is available for Full-time/Exempt employees.

Reporting

The Manager of Programs reports to ALearn’s Director of Programs.

Required Qualifications and Experience

- Bachelor’s degree or higher and a minimum of 2 to 5 years of relevant project management experience, preferably in education; and/or teaching experience.
- Demonstrated commitment to working with underrepresented students and families.
- Strong organizational skills, ability to manage multiple tasks and projects of varying complexity concurrently.
- Strong analytical and creative problem-solving skills.
- Demonstrated excellence supervisory and management skills.
- Ability to develop, monitor, and assure compliance with processes and policies.
- Ability to establish and maintain effective working relationship with individuals at various levels of responsibilities (volunteers, agency staff, school representatives, Board of Directors, and other community partners).
- Excellent interpersonal skills.
- Demonstrated ability to manage diverse teams to achieve measurable results.
- Excellent 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 products.

Additional Preferred Qualifications and Experience

- Knowledgeable about Common Core, California Math Standards and curriculum.
- Non-profit experience.
- Background in education (teaching or advocacy work).
- Math content expertise.
- Vietnamese/English or Spanish/English bilingual/bicultural.
- Demonstrated experience working independently/in a remote location.

Application Procedure

Submit a cover letter explaining your interest in the position. Send cover letter and resume to jobs@alearn.org. Please indicate in your cover letter how you heard about our posting.

Application Deadline: open until filled. **Start Date:** upon availability.

Note: Applicants outside of the San Francisco Bay Area should note that relocation assistance is not available for this position. ALearn is an equal opportunity employer and encourages diversity in all facets of the organization's work.