



ALearn Manager of Programs/Program Coordinator Position Description and Qualifications

Organization Overview

ALearn is a leading educational non-profit committed to helping students from low-income backgrounds in Santa Clara and San Mateo Counties to become successful first-generation college students. Over the last nine years, ALearn has served over 9,200 students in over 16 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.

Catalyst to College

ALearn is currently recruiting for a Manager of Programs/Program Coordinator to lead the planning and implementation of the Catalyst to College Program.

Catalyst to College supports high school students from low-income backgrounds on their paths to becoming first-generation college students, providing them with resources and enhancing their psycho-social emotional skills for self and peer advocacy through a culture of loving support. The program currently serves Yerba Buena and Independence High School students in the East Side Union High School District (San José, CA).

Position Overview

The Manager of Programs/Program Coordinator works closely with the 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 Catalyst to College and other activities to ensure effective delivery of outcomes and objectives.

The Manager of Programs/Program Coordinator 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 of Programs/Program Coordinator supports implementation of programs in multiple sites and may work from both the ALearn office and remote location(s).

The primary responsibility of this position is the Catalyst to College Program, but the incumbent will be expected to contribute to the planning and execution of other ALearn programs as needed.

The position will be offered as Manager of Programs or Program Coordinator depending on the candidate's qualifications and experience.

Responsibilities

Program Planning and Management

- Develop implementation plans; manage timelines and deliverables; and assist with tracking of progress and outcomes of ALearn's programs.
- Collaborate with partner staff to ensure program goals are met effectively.
- Support the development of program contents and activities in alignment with the objectives.
- 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 family engagement strategies and activities in delivering the program's and ALearn's objectives; including, but not limited to, creation of new communications channels and organizing of family events.

Program Implementation

- Plan, organize, and execute program activities, including, but not limited to, leadership training and other structured group activities, student peer-to-peer mentoring, preparation for the college application and financial aid processes, parent/guardian meetings, cultural excursions, college visits, and summer academies.
- Provide academic case management and mentoring to program participants, including tracking participation, evaluating academic performance, and meeting one-on-one with students to provide guidance, support, and resources.
- Develop strategies and activities to support building of rapport and engagement with students; assess needs of students and provide customized support to help them get on a solid college track.
- Develop data collection tools, collect program data and work closely with the Director of Programs to evaluate program outcomes and revise strategies as needed to enhance impacts.
- Research, track, and build relationships with community organizations and other school departments that offer support services relevant to our student demographics.
- Foster and manage strong relationships with high school administrators, counselors, teachers, and staff.

Marketing and Outreach

- Assist in developing student recruitment and retention strategies and activities; including, but not limited to, production of recruitment materials, classroom presentation 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 program 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/Program Coordinator 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 and/or academic counseling, youth development and mentoring 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.
- 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.
- Excellent written and verbal communications skills.
- Ability to develop, monitor, and assure compliance with processes and policies.
- 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

- Non-profit experience.
- 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.