



ALearn Manager of Programs & Family Engagement 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 ten years, ALearn has served over 11,100 students with over 25 school district and nonprofit partners through its summer programs, Math Acceleration Program (MAP) and Catalyst to High School program, and through year-round programs, such as, Catalyst to College, which serves high school students all the way into college.

Position Overview

The Manager of Programs works closely with the Director of Programs to assist in developing and implementing ALearn's programs and evaluating program results, with a focus on family engagement strategies, activities and communication. S/He is responsible for the day-to-day management and logistics of ALearn's programs in Math, college readiness, and positive mindsets to ensure effective delivery of outcomes and objectives. The Manager also participates in developing district relationships, managing operations, and enhancing external relations with a focus on family services. Additionally, s/he will lead the organization's efforts in developing and implementing family engagement strategies in support of ALearn's objectives. The Manager oversees implementation of programs in multiple sites across San Mateo and Santa Clara Counties and, at times, may work from both the ALearn office and remote location(s).

Responsibilities

Program Management and Outreach

- Develop implementation plans; manage timelines and deliverables; and assist with tracking of progress and impact of ALearn's various Math and college readiness programs.
- Develop integrated family engagement strategies and activities to enhance outcomes of ALearn's programs and efforts in helping underprivileged students attend college. Examples of activities include expansion of communications channels and organizing of family events
- Other duties as needed

Required Qualifications and Experience

- Family engagement experience, preferably in education
- Bachelor's degree or higher and a minimum of 1 to 3 years of relevant project management experience, preferably in education
- Demonstrated commitment to working with underrepresented students and families
- Strong organizational, analytical and creative problem-solving skills

Additional Beneficial Qualifications and Experience

- Youth development experience
- Non-profit experience
- Knowledgeable about Common Core, California Math Standards and curriculum
- Vietnamese/English or Spanish/English bilingual and multicultural

Compensation

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

Reporting

The Manager of Programs – Family Engagement reports to ALearn’s Director of Programs.

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.