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 underserved students 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.

**Position: Strategic Program Coordinator (SPC)**

This is an exciting opportunity for an emerging leader to work on innovative projects with school districts, teachers, parents and students. She/He is responsible for assisting in planning, organizing and executing program activities. The Program Coordinator also participates in supporting stakeholder relationships, managing operations, and enhancing external relations. She/He assists and works closely with various functions of the SVEF team and supports other initiatives and efforts in achieving the organization’s goals and objectives. The Program Coordinator works from the SVEF office in San Jose, but is currently remote due to COVID.

**Major Duties & Responsibilities**

**Program Coordination**
- Lead the organization and implementation of year-round teacher professional development programs in East San Jose.
- Help with the organization of Summer Packet distribution if distance learning is still in effect.
- Coordinate day to day logistical planning and interaction with the school districts, teachers, and other partners.
- Assist with managing volunteers.
- Support the development of program contents & activities in alignment with strategic objectives.
- Support different SVEF scholarship opportunities, college savings programs and college visits.
- Assist in planning and organizing professional development, family outreach and student events; provide on-site and virtual support to ensure successful implementation.
- Help to develop strategies and collect program data and maintain databases.
- Coordinate the planning and organizing of student recruitment activities, and management of the registration process.
- Assist team in developing presentations for various meetings associated with initiatives.
- Recording notes and important information at all initiative meetings.

**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.
- Support SVEF’s marketing efforts to promote its mission and solicit support; provide contents for its social media platforms; and support the identification of success to showcase program impact.

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.
Other
• Assist Fund Development with corporate volunteer engagement.
• Participate in SVEF events, including training, fundraising and outreach, and program activities.
• Other duties as assigned.

Required Qualifications and Experience
• Bachelor’s degree or higher relevant project coordination experience, preferably in education.
• Demonstrated commitment to the mission of SVEF and working with underrepresented students and families.
• Strong organizational skills, ability to coordinate multiple tasks and support projects of varying complexity concurrently.
• Strong analytical and creative problem-solving skills.
• Ability to develop, monitor, and assure compliance with processes and policies.
• Ability to establish and maintain effective working relationships with individuals at various levels of responsibilities (volunteers, SVEF staff, school representatives, and other community partners).
• Excellent interpersonal, 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, Google Suite products, and Webex and Zoom coordination and navigation.
• Must possess a valid driver’s license and access to reliable transportation; periodic regional travel required.

Additional Preferred Qualifications and Experience
• Proficient in Spanish.
• Knowledgeable about Computer Science programming.
• Non-profit experience.
• Background in education (teaching or advocacy work).
• Use of Salesforce.

Compensation
Preferred start date as soon as possible. Generous benefits with salary commensurate with experience.

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

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