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: Program Coordinator

This is an exciting opportunity for an emerging leader to work on innovation projects associated with the Science, Technology, Engineering and Math (STEM) initiatives for SVEF. The Program Coordinator works closely with the Associate Director of Innovation to assist in developing and implementing SVEF’s Computer Science program and evaluating program results. S/He is responsible for planning, organizing and executing program activities. The Program Coordinator also participates in supporting stakeholder relationships, managing operations, and enhancing external relations. S/He assists and works closely with various functions of the team and supports other initiatives and efforts in achieving the organization’s goals and objectives. The Program Coordinator supports implementation of programs in multiple sites and may work from both the SVEF office and currently due to COVID19 in a remote location.

Major Duties & Responsibilities

Program Coordination

- Assist the SVEF CS Innovation Program Team with the planning and implementation of SVEF’s various CS programs.
- Assist with day to day logistical planning and interaction with the school districts, teachers, and other partners.
- Support the efforts to recruit and train SVEF’s part-time staff, such as, college student teaching assistants; assist with managing of volunteers. Support the development of program contents and activities in alignment with the objectives.
- Assist in planning and organizing professional development, family outreach and student events; provide logistic and on-site support to ensure successful implementation.
- Assist Associate Director of Innovation and Manager(s) of Programs in developing strategies and collecting program data.
- Assist with the planning and organizing of student recruitment activities, and management of the registration process.

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.

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for its social media platforms; and support the identification of success stories to showcase program impacts.

Other
- Assist Development with the corporate volunteer engagement. Recruit, train, and accompany corporate volunteers during classroom visits, presentations, and other activities.
- Participate in SVEF events, including training, fundraising and outreach, and other 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, agency 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 and Google Suite products.
- Must possess a valid driver’s license and access to reliable transportation; periodic regional travel required.

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

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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