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 students, who lack access and opportunities, 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 in the SVEF Elevate Math program that helps students succeed in math so they can be college and career ready. The Program Coordinator works closely with the Elevate [Math] Program Director(s) to assist in growing and implementing SVEF’s Elevate [Math] program and assisting in gathering 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 the 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 Elevate [Math] Team with the planning and implementation of SVEF’s various Elevate [Math] programs.
- Assist with day to day logistical planning and interaction with the school districts, teachers, and other partners
- Support the development of program contents and activities in alignment with the objectives.
- Assist in organizing and helping to execute professional development, family outreach and student events; provide logistic and on-site support to ensure successful implementation.
- Assist in executing program logistics including monitoring and collecting quality data, and flag any potential areas of concern.
- Log data into Salesforce to ensure clean and accurate records.

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.

Rev. 12/15/2020
• 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 content for its social media platforms; and support the identification of success stories to showcase program impacts.
• Participate in SVEF events, including training, fundraising and outreach, and other program activities.

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.
• Very comfortable and proficient with detailed work
• 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

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Additional Preferred Qualifications and Experience

- Non-profit experience.
- Prior experience using a CRM like Salesforce
- Bilingual abilities are a plus.

Application Process
Send cover letter and resume to hr@svefoundation.org.