



SMART Program Associate Job Description

Background and Description

Schools, Mentoring and Resource Team (SMART) provides highly motivated, financially-disadvantaged students with access to educational opportunities, personal experiences and social support services in order to foster academic excellence and community engagement.

SMART seeks the service and expertise of a Program Associate (PA), under the leadership and vision of the Executive Director, who will report to the Director of Academic Programs and Director of Placement Services and Student Support. The PA will actively work towards achieving specific goals outlined in SMART's updated 5-year strategic plan and play an integral role in supporting SMART's Program Directors. S/he will manage day-to-day activities of current programming in addition to helping to launch the first phase of SMART's capacity-building efforts to serve more Scholars in the city of San Francisco. The ideal candidate is a self-starter who loves to collaborate, demonstrates a true "can-do" attitude, and thrives in a fast-paced, entrepreneurial environment.

Activities for the PA fall under the following skill-based themes: Program Management; Teaching and Lesson Planning; and Program Development/External Relationships Management. The PA will contribute strategic, creative thinking on how to most effectively implement day-to-day programming, lay the foundation to develop new program activities, and ensure high-quality social and emotional support to SMART Scholars.

Responsibilities include (but are not limited to):

Program Management

- Coordinate the SMART Scholar application and selection process, acting as the hub for parents, referral partners, and SMART Program Directors.
- Manage logistics for After School, Summer Enrichment, and College Access Programs, acting as the hub for parents, partner schools, vendors, and SMART Program Directors.
- Coordinate SMART Scholars' summer placement which includes the application process, acting as the hub for parents, referral partners, and SMART Program Directors.
- Manage volunteer program which involves overseeing volunteer recruitment, volunteer screening, and assisting the Director of Academic Programs to successfully match volunteers with SMART Scholars.
- Formalize, arrange, and run community and high school events such as workshops for parents/families and gatherings to engage current SMART Scholars' families and alumni.
- Assist Program Directors with data collection that will contribute toward the tracking of programmatic progress toward organization-wide outcomes.



- Assist Development and Communications Manager in preparing reports for funders on the progress of SMART's programs.

Teaching and Lesson Planning

- Assist Program Directors with academic curriculum development focused on English Language Arts and Math.
- Assist Program Directors with emotional and social support curriculum development.
- Teach modules focused on both academic and social/emotional support during the After School, Summer Enrichment, and College Access Programs.
- Provide College Counseling support via individual meetings with SMART Scholars.

Program Development/External Relationship Management

- Manage logistics for building the foundation for SMART's expanded Summer Enrichment Program, services to be offered to high school and elementary school students, and development of thought leadership, per SMART's 5-year strategic plan.

Experience and Competencies:

- Deep passion for issues of educational equity for students from underserved communities. Deep understanding of the needs and challenges of minority populations and underrepresented communities is an absolute must. Also, a holistic experience of working directly with populations from these communities is strongly desired.
- Experience/understanding of both public and private/independent K-12 environments.
- Bachelor's degree; specialization in education, social work, college counseling or related fields is strongly preferred.
- 1-3 years of work experience executing, developing, and managing education and/or social and emotional programming with the working knowledge of project management techniques, and development of new educational programs is strongly desired.
- Excellent interpersonal skills, demonstrated ability to take initiative, capacity to work independently as part of an intra- and inter-organizational team and multi-tasking proficiency.
- Great team player with a strong conviction in the power of collaboration.
- Spanish and/or Cantonese language skills strongly desired.

Position Classification: This is a full-time position, pay commensurate with experience, and competitive benefits package. ***This posting is available immediately. The target start date for this role is September 26, 2011. Please submit a thoughtful cover letter and resume to Eileen Yang, Director of Operations at careers@thesmartprogram.org.***