- ✔ **Position Title:** Program Manager
- ✔ **Position Status:** Full-Time
- ✔ **Location:** San Francisco

About ScriptEd

ScriptEd (scripted.org) is a non-profit organization that equips students in under-resourced schools with the fundamental coding skills and professional experiences that together create access to careers in technology. ScriptEd bring its tuition-free program directly to schools, where classes are taught by software developers on a volunteer basis. Students apply their new coding skills in paid summer internships where they work with role models in the field as well as gain the experience and confidence necessary to pursue a career in technology. ScriptEd is nimble, efficient, impactful, and growing. ScriptEd operates primarily in NYC, where the organization serves approximately 900 students in 37 high schools annually. ScriptEd is piloting its program in the San Francisco Bay Area in the 2016-2017 school year.

Who We Want

We are looking for passionate, creative educators who are inspired by our mission and are ready to work hard in order to change students' lives. This position would be the second full time position in our Bay Area office, and is a unique opportunity to join a small, fast-paced, entrepreneurial team in a start-up environment. We are looking for candidates who are self-motivated, excited by challenges, flexible, and passionate about creating access to tech careers for youth growing up in the Bay Area. Strong candidates will be enthusiastic about taking on new projects and teaching themselves new skills, and will be bothered by typos.

Responsibilities

- ✔ **Manage and ensure success of the program at a network of up to 6-8 sites (travel to school sites required).** Coordinate and support teams of volunteers; make recommendations for teaching strategies, and support with the implementation of these strategies. Assist volunteer teams with creating assignments, teaching materials, and assessments. Ensure volunteer satisfaction and retention.
- ✔ **Recruit, train, and on-board new volunteer teachers.** Attend Meetups and events to represent ScriptEd and recruit new volunteers. Conduct volunteer trainings and support volunteers with onboarding.
- ✔ **Collect and manage student and program data.** Manage student evaluations and prepare reports on student progress. Manage student attendance information and follow up with schools, parents, and students when students are absent. Track and analyze program data, including attendance and student performance.
- ✔ **Act as a liaison between ScriptEd and ScriptEd partner schools.** Keep abreast of school schedules and keep volunteer teams informed of changes. Communicate with school partners about the success of the program and any concerns. Coordinate logistics for ScriptEd classes, field trips, and special events.
- ✔ **Support ScriptEd's summer opportunities.** Coordinate the Summer Internship Bootcamp, support student internship experiences, and other summer opportunities for students. Manage student experience during programs. Compile feedback from summer partners, incorporate feedback into school year programs.
- ✔ **Provide additional project support, as needed.**

Qualifications

- ✔ Two+ years in Education; classroom teaching and experience in under-resourced schools highly preferred.
- ✔ Excellent oral, written, and presentation skills.
- ✔ Self-motivated and entrepreneurial.
- ✔ Experience working with diverse groups.
- ✔ Commitment to educational equity.
- ✔ Background in HTML, CSS, and JavaScript, or an interest in learning once hired.
- ✔ Strong organizational skills.
- ✔ Ability to work extended hours, including weekends.

Compensation

Salary commensurate with experience. Includes a competitive benefits package.

How to Apply

Please send your resume and cover letter to apply@scripted.org with the subject line, "SF Program Manager Application." Please note that while all qualified applicants will be considered, only those selected for an interview will be contacted.