

## Program Manager

***Are you an experienced program manager who is eager to support young people as they grow into science leaders who make a difference in our community and world?***

To inspire the next generation of science leaders, Ocean Discovery Institute creates learning experiences for young people traditionally excluded from science due to race, income status, and educational opportunity. Our students will join high-paying fields, break generational poverty, and change the future of science. Founded in 1999 and through the ongoing support of all our stakeholders, Ocean Discovery students increase belief that they can become scientists, and our partnering schools demonstrate statistically significant higher achievement on state standardized tests. Through our leadership programs, 90% of participants earn a college degree within six years. Among these students, 77% earned science and related degrees, and 42% attained science and related careers. Because of this, we received the *Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring*, our nation's highest honor for advancing the participation of underrepresented groups in STEM. Today, we have a \$2.8 million annual operating budget, with ~25 employees serving 6,500 young people each year. We are growing to serve over 10,000 annually and operate from our Living Lab in City Heights. For a look at our programs and impacts, please view our video: [Organizational Video - YouTube](#).

Our values guide our students, families, team and supporters and our core competencies reflect our culture and values; it is essential all team members exhibit the following:

### ***Organizational Values***

We love learning  
We choose leadership  
We believe in community  
We stand for justice  
We imagine possibilities

### ***Core Competencies***

Community Driven, Approachable, Trusted & Demonstrates Integrity,  
Committed to Work Systems, Action Oriented, & Organizationally Agile  
***Leadership Competencies***  
Motivates Others, Manages Strategy and Process,  
Develops Direct Reports

Ocean Discovery is an Equal Employment Opportunity/Affirmative Action Employer and deeply understand that diversity, inclusion, and belonging among our teammates is essential to our success. Our goal is to be a diverse workforce that is representative, at all job levels, of the community serve.

### ***Position Summary***

As a Program Manager, you will manager our Leadership Programs. Our [Leadership Programs](#) comprise our most intensive tier, and offers young people, who want to do more, the opportunity to do more, as they progress on their pathway from eighth grade through college and career. By pairing rigorous science programming and experiences with college and career support services, this initiative aims to enable young people to become science leaders who make a difference in their community and our world. These programs reach ~100 high school and post-high school students with regular programming and engage alumni in periodic activities.

### ***Compensation***

Full-time, exempt, Pay: \$80,000-95,000 with comprehensive benefits package:

- Full medical, dental, life insurance, and long term disability coverage for employee
- Paid vacation- minimum of two weeks
- Paid holidays- Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Winter Break Christmas Day through New Year's Day
- 401k with match opportunity and FSA plans
- Coaching, mentoring, and professional development opportunities

## **Duties and Responsibilities**

---

### *Strategy and Leadership*

- Develop annual strategic objectives and key results that will increase impact.
- Grow programs to provide intensive summer programming for high school students each summer (current summer programs reach students 2 of 4 years) and leadership coaching during the school year, and provide increasingly robust college and careers supports and services.
- Work collaboratively with the team to contribute to program design and curriculum development.
- Maintain and improve organizational systems to increase the effectiveness and efficiency of work.
- Participate in obtaining and stewarding funds (e.g., write grants and reports, facilitate program visits).
- Provide leadership for organizational events and serve as an ambassador at external events.
- Serve as “Manager on Duty” to prevent and respond to potential hazards and incidents.
- Because of the organization’s size and nature, other duties will be required on *ad hoc* basis.

### *Management of Program Activities*

- Manage leadership program timeline and delivery.
- Manage the budget for leadership programs.
- Supervise and provide training and coaching to a team of 4-6 full-time and part-time staff.
- Manage participant recruitment and retention, including communication with schools and families.
- Ensure students are championed and have the resources they need as they navigate high school, college, and beyond.
- Conduct timely program evaluation, review evaluation reports, and communicate results.
- Develop and maintain highly positive relationships with school teachers, counselors, administrators, community contacts, and other college-going programs.
- Manage partnerships with other non-profits, academic institutions, and government agencies.
- Live with and ensure the overall well-being of participants during summer residential programming.
- Maintain safety of participants during aquatic activities, including swimming and snorkeling.
- Engage volunteers and mentors in order to increase impact.

## **Position Qualifications & Requirements**

---

- 5-10 years of relevant experience
- Demonstrated commitment to and passion for advancing equity in education
- Lived or learned experienced working with young people traditionally excluded from science because of race, income status, and educational opportunity
- Strong project and people management skills
- Experience supporting first-generation college students along their academic, personal, college, and career pathway
- Proven ability to build and maintain trusted relationships with diverse colleagues and external audiences
- Bilingual in language spoken in the City Heights community (e.g., Spanish, Vietnamese) highly preferred
- Excellent computer skills, including a high degree of proficiency in Microsoft Office software
- Travel to Bahía de los Angeles, Baja California, Mexico for 2-week residential program and planning
- Proof of COVID-19 vaccination
- Pass a fingerprinting / background check and complete a Tuberculosis assessment
- CPR and 1st Aid certified (if not, will need to obtain upon hire)
- Valid Driver’s License, vehicle insurance, clean driving record, and reliable transportation
- Experience leading residential programming or overnight trip and travel preferred
- Strong swimming skills preferred
- Comfort driving students and maintaining a California Driver’s License with Passenger Endorsement preferred

### **Work Environment and Physical Requirements**

---

Work is performed in an office setting with time regularly spent in classroom, outdoor, and natural settings. Schedule is generally Monday-Friday. Weekends, evenings, or early mornings may be required for periodic programs and events, and/or to coordinate program logistics (e.g., rain cancellation), and during off-hours alarms (intrusion and/or fire). Ability to remain stationary at desk and operate computer/electronic equipment 6-8 hours per day; occasionally lift, carry, and position objects weighing up to 35 pounds; move around indoor and outdoor education spaces, including uneven surfaces for up to 6-8 hours; occasionally move around the office to access files, office equipment; answer phone calls to coordinate programs and answer questions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A component of the program is residential and takes place in Bahía de los Angeles at a field station with basic accommodations and sleeping outdoors on cots. This location is a remote area (1 day drive from San Diego) with limited access to medical care. This is an extremely hot time of the year, with temperatures between 90° to over 100° F.

### **To Apply**

---

Submit resume, cover letter, and 2-3 professional references to [jobs@OceanDI.org](mailto:jobs@OceanDI.org).