

Program Manager

Can you imagine being part of a national model for engaging underrepresented students in science and conservation? At Ocean Discovery Institute we use ocean science to empower young people from underserved urban communities of color to transform their lives, their community, and our world as science and conservation leaders. We are honored and proud to have received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring given by President Obama. We have a \$2.4 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 state-of-the-art Living Lab (opened in fall 2018) in City Heights. For a look at our programs and impacts, please view our video: [Organizational Video - YouTube](#).

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

Position Summary

As a Program Manager, you will manager our in-school education initiatives. By partnering with every school in our 'school-shed' (11 elementary schools that feed into 2 middle schools and then 1 high school), our in-school programs ensure that every student in our community has the opportunity to believe that science is something they can do and a scientist is someone they can be. The Program Manager will lead all aspects of in-school programming, collaborate with the program team in the design and development of initiatives, and grow the program from serving 6,500 students to all 10,000 in the school-shed over the next 2 years.

Duties and Responsibilities

Strategy and Leadership

- Develop annual strategic objectives and key results that will increase impact.
- Develop and manage school programs budget.
- Scale programs over 2 years to reach all K-12 students in the Hoover High Cluster (from ~6,500-10,000).
- Supervise and provide regular training and coaching to a team of 1-2 FTEs, ~8 PTEs who teach programs, and ~8 Fellows who assist in programs.
- Maintain and improve organizational systems to increase the effectiveness and efficiency of work.
- Participate in obtaining and stewarding funds (e.g., write grants and grant reports, facilitate program site visits with donors).
- Provide leadership for organizational events and serve as an ambassador at external events.
- Serve as "Manager on Duty" to daily support in identification and addressing of potential hazards, responding to issues before they escalate, and being an initial point of contact in emergency response.
- Because of the organization's size and nature, other duties will be required on *ad hoc* basis.

Management of Program Activities

- Develop and maintain highly positive relationships with classroom teachers and administrators.
- Manage partnerships with other non-profits, academic institutions, and government agencies.
- Manage schedules.
- Conduct timely evaluation, review evaluation reports, and communicate results.
- Develop and coordinate and/or lead professional development for our instructional staff.
- Work collaboratively with the team to contribute to program design and curriculum development.
- Support staffing efforts, including employee recruitment, orientation, evaluation, and transition.
- Engage volunteers in order to generate ideas and facilitate needed activities.

Position Qualifications & Requirements

- 5-10 years of relevant experience
- Demonstrate a deep understanding of the community we serve, such as living in or working within City Heights or a similar community
- Experience in formal K-12 learning environments
- Skilled educator with education or experience in developing student's science and math identity
- Strong project and people management skills
- Ability to build and maintain trusted relationships with various audiences (e.g., staff, students, teachers, school administrators, community members, volunteers)
- Bilingual in predominant language spoken in the community (e.g., Spanish, Vietnamese) highly preferred
- Excellent computer skills, including a high degree of proficiency in Microsoft Office software
- 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, and clean driving record
- Reliable transportation

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 and 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 the essential functions.

Organization Culture

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, and Organizationally Agile

Leadership Competencies

Motivates Others, Manages Strategy and Process,
Develops Direct Reports

Compensation

Full-time, exempt

From \$59,000 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, Independence Day, Labor Day, Thanksgiving, Christmas, New Year's Day, and Winter Break
- professional development opportunities
- 401k and FSA plans

To Apply

Submit resume, cover letter including desired salary, and 2-3 professional references to jobs@OceanDI.org.