



## **EDUCATION PROGRAM MANAGER ROLES & RESPONSIBILITIES**

### **HISPANIC FOUNDATION OF SILICON VALLEY**

The Hispanic Foundation of Silicon Valley (HFSV) cultivates philanthropy and inspires Hispanic children and families to achieve personal greatness. HFSV engages leadership and bridges resources to invest in a thriving Hispanic community. Resources are directed toward educational excellence, leadership development, research, and convening and engaging the Hispanic community to improve the quality of life for Latinos and the Silicon Valley region.

### **PURPOSE**

Under the direction of the President & CEO of the HFSV, the Education Program Manager (hereinafter Manager) will plan, organize, direct and supervise the development, operation, evaluation, and maintenance of all education initiatives and programs (including: Latinos In Technology Initiative, Parent Engagement, and STEM programming); perform a variety of management tasks relative to assigned areas of responsibility; and perform related work as required.

### **TYPICAL DUTIES AND RESULTS**

- Plans, controls, directs and evaluates the operations of current programs such as: Elevate [Math]/Elevate [Math] Plus, Math Acceleration Program, Parent Education Academy, Latinos In Technology Scholarship, and any new education programs.
- Prepares and executes the promotion and marketing of all education programs
- Initiates and coordinates cooperation from a complex network of “Partners” providing input to the various programs for a wide variety of special groups.
- Performs necessary community relations and outreach activities; advocates for HFSV education programs and the HFSV in general.
- Responsible for maintaining and promoting the Foundation’s social networking sites

### **TYPICAL END RESULTS INCLUDE**

The development and management of education programs that increase the number of Latino parents and students who are informed and trained on the requirements for success from “cradle to career”. Additional education program metrics will need to be identified by the Manager and approved by the HFSV President & CEO.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

A Bachelor’s degree from an accredited college or university.

### Knowledge of

- Principles and practices of services management.
- Methods and practices of evaluating, developing and implementing community education programs.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of risk and safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Office methods, procedures, software and equipment.
- Needs assessment and program evaluation practices and techniques.

### Ability to

- Organize and implement education program activities.
- Interpret and explain pertinent HFSV policies and procedures.
- Prepare and present clear and concise correspondence, reports and documentation.
- Operate a computer using word processing and business software and other office equipment.
- Communicate effectively, both orally and in writing.
- Establish, maintain and promote positive and effective working relationships with employees, program partners, other agencies, public officials and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles, manage risk and work in a safe manner.
- Analyze problems, evaluate alternative solutions and make sound recommendations.
- Organize and maintain records.
- Work in a multi-task environment and coordinate multiple assignments simultaneously.
- Prioritize assignments and workload appropriately and respond to deadlines effectively.
- Prepare professional correspondence, memoranda, reports and literature.
- Determine and implement the appropriate course of action in emergency and/or stressful situations.
- Work as a Team Member often assisting others in accomplishing Foundation work.
- Willingness to work flexible hours including, at times, evenings and weekends.

### Computer Skills/Knowledge

- High level of computer literacy skills including:

### **OTHER REQUIREMENTS**

- Bi-lingual English/Spanish communication skills highly desirable
- Must possess valid California Driver's License and Auto Insurance

### **How to apply:**

Interested candidates, please submit your Cover Letter and Resume to [office@hfsv.org](mailto:office@hfsv.org).

**Deadline to Apply: Friday, April 21, 2017 by 5:00pm.**