



## **Silicon Valley Education Foundation**

1400 Parkmoor Avenue, Suite 200, San Jose, CA 95126, 408.790.9400

### **Job Description: 49ers STEM Leadership Institute Program and Technology Manager**

#### **Program Overview**

The 49ers STEM Leadership Institute is a six-year program created in partnership with the San Francisco 49ers, the Silicon Valley Education Foundation (SVEF) and the Santa Clara Unified School District (SCUSD) which aims to prepare students with high potential in STEM to be outstanding. Each year, a cohort of sixty students will be selected through an application process from among sixth grade students who live in the geographical area of SCUSD. Selected students join the Institute from the 7th-12th grades, and will complete rigorous college preparatory curriculum, engage in engineering projects in state of the art digital fabrication labs, and participate in 300+ hours of additional learning time each year. This additional time will be used for real-world problem solving through design thinking, field experiences at local companies and laboratories, and preparation for local, state and national competitions. We aspire for all of our students to pursue STEM majors at top-tier universities upon graduation.

#### **Position Description**

The Program and Technology Manager will work closely with the Program Director to implement and operate the 49ers STEM Leadership Institute at the High School level (9-12<sup>th</sup> grades). Responsibilities include but are not limited to:

- Plan and administer day-to-day logistics for the SLI program and 120 students; this includes design thinking lessons, field experiences at local Silicon Valley industries, and preparing for local, state and national competitions. Coordinate efforts with SLI teaching team.
- Manage usage, operations, and upkeep of digital fabrication lab facilities and machines for all audiences.
- Establish and execute program and lab processes and systems as both SLI and the Fab Lab scale up access and audiences served.
- Work closely with SLI and SCUSD teachers and staff to plan lab curriculum and integration.
- Recruit, engage and retain university and industry mentors, education and business community collaborations, volunteers, and other partners.
- Continuously monitor developments in the STEM Leadership arena and introduce new ideas to further the growth and development of the SLI program and its students.
- Assist SVEF staff and address funder needs as appropriate.
- Some evening and weekend work required.

#### **Qualifications**

- Ability to work independently and without direct supervision.
- Strong project, time, organizational, written and verbal skills.
- Quick to adapt and learn, strong work ethic, and innovative growth mindset.
- Commitment to the mission and vision of the 49ers STEM Leadership Institute.
- TB and fingerprint clearance to work with public school students.
- Bachelors in Science and teaching experience in a STEM area preferred.
- Familiarity with technology, digital fabrication labs and makerspaces a plus.

#### **Preferred Start Date and Salary Parameters**

Preferred start in June, salary commensurate with experience.

#### **Application Process**

Send cover letter and resume to the Program Director, Jennifer Lee: [jennifer.lee@svefoundation.org](mailto:jennifer.lee@svefoundation.org)