



OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

JOB TITLE	TechLink Program Coordinator (Temporary)
REPORTS TO	Director of Programs
TIMELINE	<ul style="list-style-type: none">• Applications accepted starting December 21, 2022• Position Estimate Start Date: January 16, 2023.
JOB DETAILS	<ul style="list-style-type: none">• Part-Time, Hourly, Non-Exempt• This is a temporary part-time position in the spring that turns into a temporary full-time position in the summer.• Some nights or weekends may be required in support of key Ed Fund events.
COMPENSATION	<ul style="list-style-type: none">• The hourly range for this position is \$28.00 - \$30.00 (dependent on experience)
BENEFITS	<ul style="list-style-type: none">• Health, Vision, and Dental Insurance• Sponsored 401K Plan (non-matched)
INSTRUCTIONS	<p>Please read the following in order to avoid application delays:</p> <ul style="list-style-type: none">• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.• Unfortunately, the volume of applications will prevent us from responding to all applications received.• Please do not send your application directly through email. Apply for the role at the following link: https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=88438&clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34

ABOUT THE ED FUND:

Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Therefore, our work is to connect public schools with tools, funds, and volunteers. Learn more about our work at www.oaklandedfund.org.

WORK LIFE AT THE ED FUND:

- Ability to work from home;
- Great mentorship and opportunities for both personal development and professional growth;
- Flexible work schedule;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

ABOUT THE ROLE:

The Oakland Public Education Fund seeks an innovative, student-centered TechLink Program Coordinator to coordinate all aspects of the TechLink Program. The TechLink Program provides work-based learning and fellowship opportunities for underrepresented students in tech attending Oakland high schools. The TechLink program includes a school-year mentorship program and a paid summer fellowship program. The goals of the program include increasing student engagement in the Computer and Engineering pathways and ensuring they have exposure and career readiness skills for tech and STEM fields.

DUTIES AND RESPONSIBILITIES:

Manage Mentoring Program and Recruit for Summer Fellowship

Mentoring Program

- Recruit 40 mentees and 40 mentors from 4 different high schools in Oakland
- Revise the mentor curriculum as needed, focusing on college and career readiness
- Attend and facilitate mentoring sessions at each school (lunchtime M-Th), ensuring mentors have correct Zoom links, managing any tech issues and attendance at each site
- Manage partnership with each school site, coordinating with the main school point of contact and checking in with students, mentors, and school staff around progress of the program
- Coordinate and implement end of semester surveys with all mentees, mentors and school staff

Preparation for Summer Fellowship

- Recruit 40 students to join the TechLink summer fellowship program by coordinating with school staff, presenting to classrooms, tabling at fairs and following up with applicants
- Coordinate with local stakeholders and tech companies to plan activities for the summer fellowship including career exploration workshops, financial literacy workshops, and field trips to occur during the summer program
- Coordinate with a contracted coding program to provide coding classes and resources for students during the summer fellowship

Manage Summer Fellowship

- Finalize activities and planning for the TechLink summer fellowship including:
 - Confirmation of career exploration activities, workshops and field trips
 - Coordinate with HR on payroll related issues for students, daily lunch allowance for students and other paperwork
- Manage all aspects of daily summer fellowship including:
 - Prepare and facilitate an orientation leading up to the start of the program
 - Manage coding instructors and classes, ensuring they are progressing appropriately
 - Manage attendance and behavior of students
 - Manage and approve timecards to ensure timely payment
 - Coordinate end of summer surveys to students and staff
 - Provide a final qualitative and quantitative report of the success of the program
 - Track and manage the TechLink budget

PREFERRED QUALIFICATIONS:

- Experience using Salesforce preferred.
- Knowledge of and connections to Oakland communities preferred.

REQUIRED QUALIFICATIONS:

- BA/BS or equivalent experience
- At least 2 years experience in the education field preferred
- Direct service work with youth in urban, low-income communities of color
- Strong organizational skills, attention to detail, and ability to prioritize and manage multiple competing deadlines.
- Excellent communication and writing skills.
- Deep commitment to and passion for the vision of the Ed Fund.
- Proficient with Google Suite tools.
- Proficient in Microsoft Word, Excel, Powerpoint.
- Strong self-motivation and ability to operate effectively with limited direct management.
- Demonstrated ability to learn quickly and adapt to new situations.
- Demonstrated ability to interact effectively with diverse groups.
- Interpersonal skills using tact, patience and courtesy.
- Must be a team player, be resilient and have a sense of humor.
- Experience using Salesforce preferred.
- Knowledge of and connections to Oakland communities preferred.
- Possession of or ability to get a valid California driver's license and willingness to travel locally.
- COVID-19 vaccinated.
- Ability to pass a criminal background check and tuberculosis test.
- Ability to lift 20 lbs.
- Ability to work nights and weekends (as needed).
- Ability to work a hybrid schedule.

EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.