



OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

JOB TITLE	Techlink Summer Program Coordinator
REPORTS TO	Director of Programs
JOB DETAILS	<ul style="list-style-type: none">• Temporary, Hourly, Non-Exempt• 8 Weeks (30 hours per week)• Start in June 2024 - July 2024
COMPENSATION	<ul style="list-style-type: none">• Hourly: \$25.00 per hour
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 send application to HR@oaklandedfund.org and with the following instructions:<ul style="list-style-type: none">○ Subject: "Techlink Summer Program Coordinator" - First and Last Name○ Please include: Cover Letter and Resume

ABOUT THE ED FUND:

Founded in 2003, the Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. We do this by helping Oakland communities build and manage resources, partnerships, and public engagement essential to improving public education.

Our Work

The Oakland Public Education Fund is the only organization raising money for all Oakland public schools. Since 2003, we have helped raise over \$200 million for schools and programs that help students thrive. We put the right tools in students' hands to give all kids the excellent education they deserve. We support all Oakland public schools with a focus on those furthest from opportunity, because kids who come to school with less need more. For more information, visit <https://www.oaklandedfund.org/>.

WORK LIFE AT THE ED FUND:

- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth; and,
- Amazing networking opportunities with local leaders and businesses;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

ABOUT THE POSITION:

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.

This is a temporary 30-hour-a-week position in the summer for 8 weeks.

DUTIES AND RESPONSIBILITIES:

Support the TechLink Summer Fellowship

- Support all aspects of daily summer fellowship, including:
 - Support orientation for 42 students leading up to the start of the program
 - Support daily coordination of the program, including:
 - Supporting coding instructors and classes, ensuring they are progressing appropriately
 - Tracking attendance and supporting behavior management of students
 - Support administrative tasks as needed, including:
 - Coordinating end-of-summer surveys for students and staff
 - Providing a final qualitative and quantitative report on the success of the program
 - Tracking the TechLink budget
- Support activities for the TechLink summer fellowship include:
 - Career exploration activities, workshops, and field trips on Monday enrichment days
 - Coordinate with HR on payroll-related issues for students, daily lunch allowance for students, and other paperwork

REQUIRED QUALIFICATIONS:

- BA/BS degree or equivalent; Can also be a current college or graduate student.
- 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, and 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.
- Must be a team player, be resilient, and have a sense of humor.
- Experience in the education field is preferred
- Experience in direct service work with youth in urban, low-income communities of color preferred
- 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).
- A Smartphone is required for multi-authentication with various ed Fund applications.
- This hybrid schedule requires this role to report to work at the office at least once a week.

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.