



Title: Program Associate

Location: SF Bay Area, with majority of time spent on the Peninsula

If interested, please email your resume and a one-page cover letter to andrea.schwartz@beyondz.org

Description:

Beyond Z is looking to immediately hire a Program Associate for its Bay Area site. The Program Associate will be principally responsible for managing all regional operations and logistics to ensure our student participants have a transformational experience. In this role, the Program Associate will interact with our middle school and college participants, volunteers, and stakeholders. S/he will specifically be responsible for seeing the success of our college program with participants at San Jose State, Berkeley, Stanford, and San Francisco State. Additionally, the Program Associate will participate in the research and development of major Beyond Z national projects including our volunteer management system, our summer opportunity hub, and our branding and marketing campaign. The Program Associate will report directly to the Bay Area Senior Regional Director.

Responsibilities:

- Manage regional operations and logistics so our students have a transformational experience in our 4 programs
- Create and implement efficient systems to track progress to our metrics, goals, and budget
- Ensuring a high quality "customer" experience for our students, partners, volunteers, and stakeholders through strong and timely communication
- Manage various aspects of the launch and execution of the fall and spring Bay Area college programs
- Lead the local development and implementation of national Beyond Z projects such as our volunteer management, summer opportunity hub, and branding and marketing campaigns
- Assist in student and volunteer selection, matriculation and long term engagement
- Troubleshoot obstacles to effective program implementation, quickly developing and implementing solutions
- Attend meetings and retreats, with occasional travel to our other sites in New York City and Washington, DC

Experience:

- 1-4 years of work experience, preferably in the either the education, non-profit, social service, or business sectors
- Experience using both Excel and constituent relationship management tools ("CRM" – ex: Salesforce) or a desire to learn
- BA or equivalent degree required

Other Qualifications:

- Highly organized; able to manage multiple projects simultaneously; strong attention to detail and time management skills
- Natural “customer service” mindset and proven ability to interpret and manage the needs of multiple stakeholders including students, partners, volunteers, and supporters
- Highly motivated, self-directed, and with a strong results-orientation
- Welcomes feedback and seeks to continuously improve; flexible and optimistic
- Highly resourceful and excels in a fast-paced, team-oriented, start-up environment
- Willingness to attend occasional evening and weekend engagements and travel for 2-3 weeks a year

About Beyond Z:

Beyond Z is an early stage, national non-profit on a mission to ensure the next generation of leaders emerges from *everywhere*. We discover young people with the focus, drive, and talent to be great; we develop their authentic leadership and 21st century skills; and we connect them to influential peers, advocates, and opportunities.

We aim to become the nation’s leading accelerator of diverse talent, impacting over 100,000 young people across the country and creating a powerful counter-narrative to the well-documented school-to-prison pipeline. Beyond Z is in its second year of operations in the Bay Area, Washington, DC, and New York City.

“All young people should be able to dream without boundaries. I’m excited to be an inaugural partner with Beyond Z, to provide DCPS students with the experiences, networks, and relationships that will empower them to become leaders in our communities, our nation, and the world.” - Kaya Henderson, Chancellor, Washington D.C. Public Schools

“Beyond Z can help level the playing field for under-represented talent lacking the resources and access necessary to reach the highest levels of leadership. Through Beyond Z, our scholars are building confidence, developing their networks, and starting to believe they can become truly great leaders.”- Thomas Madsen, Principal at East Palo Alto Phoenix Academy of Aspire Public Schools System

Benefits and Salary

Competitive salary with full benefits.

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Beyond Z is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other protected factor. We encourage talented individuals of all backgrounds to apply.