

San Jose State University Research Foundation

Position: Civic Action Fellowship Program Coordinator

DEPARTMENT:	Center for Community Learning & Leadership
IMMEDIATE SUPERVISOR:	Assistant Director
POSTING DATE:	July 14, 2020
CLOSING DATE:	July 22, 202
SALARY:	\$40,000 - \$45,000 annually This is an 11 month position with possibility of reappointment upon grant renewal.
BENEFITS:	Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 7 HMO's; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.
EXEMPT STATUS:	Non-Exempt, Full-Time

GENERAL NATURE OF POSITION:

The Program Coordinator is responsible for the day-to-day operations of the Civic Action Fellowship, a California Volunteers and AmeriCorps funded grant program. The Program Coordinator will recruit, train, supervise, support and assess all fellows on a regular basis. The Program Coordinator will work with community organizations and schools on implementation of the program. The program will serve the needs of communities in the City of San José and the broader region known as the Silicon Valley. The Fellows will teach computer programming to underserved third to sixth grade youth to provide exposure and skills in computer programming, increase knowledge and self-efficacy in computer science, and increase awareness and motivation regarding the application of computer programming to a variety of careers. In addition, the Fellows will participate in City of San José and Santa Clara County Initiatives.

The ideal candidate will demonstrate experience as a supervisor and educator, an awareness of the issues surrounding low-income immigrant communities, experience working with community partners, and knowledge of AmeriCorps.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the day-to-day operations of the Civic Action Fellowship program.

2. Recruit, enroll, orient, train, supervise, support, and assess all Fellows.
3. Design and implement curriculum and training for Members.
4. Create and review curriculum for youth program participants.
5. Develop, assist and support partnerships with community organizations and schools.
6. Work collaboratively with program leadership to create and implement performance measurement tools.
7. Administer data collection and input for California Volunteers and AmeriCorps.
8. Ensure completion of California Volunteers and AmeriCorps project requirements.
9. Organize at least three days of national service for AmeriCorps Members.
10. Support Fellows and community organizations on-site when needed.
11. Manage all day-to-day AmeriCorps activities.
12. Supervise program support staff members.
13. Perform other related duties as assigned.

INTERPERSONAL CONTACTS:

1. Reports to the Assistant Director for the Center for Community Learning & Leadership.
2. Develop and maintain effective working relationships with Center and grant staff, Fellows, as well as members of the campus and local community.

SUPERVISORY RESPONSIBILITIES

- Provides lead work direction to leads and fellows participating in the Civic Action Fellowship program.

QUALIFICATIONS:

1) Education and Experience

- Bachelor's degree and experience with program leadership.
- Familiarity with national service programs strongly preferred.

2) Knowledge, Skills, Abilities Required

- Knowledge of Microsoft Suite, Learning Management Systems, Scratch, Data Collection and Reporting Software.
- Ability to work independently and exercise judgment with little direction.
- Ability to work with a diverse team.
- Must be detail oriented.

- Must have excellent management skills.
- Must have strong leadership, organizational, communication and interpersonal skills.
- Must have access to a personal vehicle for off-campus support.

3) Complexity of Duties

- Works independently with limited supervision.
- Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.

4) Physical Requirements

- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Visual acuity associated with concentrated computer use.
- Must be able to push, pull, carry, or lift up to 20 lbs., with or without aids.

5) Schedule Requirements

- Work schedule is expected to fall within Monday through Friday 8AM - 5PM.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

BENEFITS:

The comprehensive benefit package includes:

- Ten Health Insurance Plans to choose from, under the umbrella of CalPERS
 - Dental and vision coverages for employee and their eligible dependents at no cost to monthly cost to employee
 - Paid Federal & State Holidays (13)
 - Retirement Plan: features both a 403(b) Employee Deferred plan and a 403(b) employer-only contribution plan.
 - Separate vacation accruals and sick leave hours accumulations.
 - Paid Training and Conferences
 - Pay for Performance annual process featuring increases, as appropriate
- Please visit <http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html> to get more details.
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APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at <http://www.sjsu.edu/researchfoundation/open/index.html>.

Due to the COVID-19 health crisis, all candidates must submit their application materials via E-mail at foundation-jobs@sjsu.edu. Please use job code **CAF PC** in the subject line.

Reasonable Accommodation

The San José State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please

contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

