



## Aim High Job Description

### Regional Program Manager – Peninsula

#### Position Summary

The Regional Program Manager (RPM) Peninsula is a 60% part time position. The RPM is expected to work remotely out of their home and be available for meetings in the Peninsula or South Bay regions and is also expected to work at least one day a week in Aim High's office located in San Francisco. In addition, the RPM is expected to work full-time in the summer months. This position is responsible for the management and leadership of Aim High's sites, partnerships and programming on the Peninsula of the San Francisco Bay Area. The RPM is part of the program team, reporting to the Director of Programs and working in collaboration with the Admissions and Student Opportunities (ASO) Team. The RPM represents Aim High in the community, identifies and develops partnerships, and supports efforts to expand Aim High's work in the region. The RPM oversees program leadership and manages the implementation of Aim High's summer learning program and future growth in the Peninsula and South Bay.

#### Duties and Responsibilities – Specific duties include but are not limited to:

##### Regional Leadership, Site Supervision & Summer Program Quality

- Ensures ongoing programmatic excellence and consistent implementation of the Aim High model at all sites in the region, working closely with the Director of Programs and Site Directors.
- Nurtures teamwork between Site Co-Directors and among all Site Directors in the region, provides coaching and support, and helps address issues and challenges at the site level.
- Provides leadership and direction with the launch of new sites and leadership transitions in the region.
- Serves as the primary point of contact for the region and is proactive in strengthening existing strategic partnerships as well as identifying new partnerships in the community.
- Builds trust and relationships with key leaders in the region and represents Aim High in key meetings with district and school leaders, nonprofit leaders, funders and local officials.

##### Aim High Central Office & Regional Coordination

- Builds positive working relationships between Site Directors in the region and the Central Office staff in various departments (program, finance and development).
- Advocates for the needs and priorities of the region, and recommends strategies, timelines and resources needed to achieve the program goals for the region.
- Works with the Program Team to assess the "health" of sites, leads goal-setting meetings with the region's Site Directors, and holds them accountable for implementation.
- Attends all-staff meetings several times each month, attends program staff meetings, helps plan and attends quarterly Site Director meetings, and teacher development/trainings, as needed—must be available in the Central Office at least once a week.

##### Regional Recruitment, Admissions & Retention & Teacher Hiring

- Oversees all aspects of the admissions process for the region, working closely with the Director of Admissions & Student Opportunities.
- Leads student recruitment and retention efforts – working closely with feeder schools, host schools, and youth-serving nonprofits in the region.
- Represents Aim High at key recruitment events in the region.
- Represents Aim High at career fairs, universities and teacher training programs in region.
- Helps identify and recruit qualified potential candidates for summer teaching positions, specialists, site support staff positions (counselors, social workers, etc) and site leadership.

Aim High is an equal opportunity employer. Aim High seeks diversity in its community and affords equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, gender, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.



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#### Regional Facilities, Administration & Logistics

- Works in collaboration with schools and districts to negotiate summer sites, and coordinates summer facilities agreements with host sites and school districts.
- Attends site facilities meetings with host sites, and coordinates with other programs operating on-site in the summer.
- Provides support for Site Directors in managing site finances and administration – budgets, payroll, reimbursements, etc. – as needed.

#### Qualifications

- Skilled at establishing and maintaining positive working relationships with others, both internally and externally -- Aim High students, families, teachers, Site Directors, schools, districts, partner programs, Central Office -- to achieve the goals of the organization.
- Team player, creative problem-solver, excellent interpersonal skills, entrepreneurial spirit, genuine passion for Aim High's mission.
- Knowledge of the educational landscape -- schools, districts, neighborhoods and youth serving agencies -- in the region in which he/she is working.
- Knowledge of best practices in education, teaching and learning, and youth development.
- Experience working with underserved, low-income neighborhoods, and racially & ethnically diverse youth, families and communities with a commitment to educational equity.
- Ability to work with a high level of autonomy in order to set goals, resolve problems, and make decisions that enhance organizational effectiveness; personal qualities of integrity, credibility, and dedication to the mission of Aim High.

#### Required Knowledge/Skills/Abilities

- Minimum of a BA, ideally with a Masters or advanced degree in education, nonprofit management, or related fields
- At least 7 years of overall professional experience; ideally three-plus years of teaching, educational leadership and/or program experience at a youth-serving nonprofit
- High level of cultural competence; bi-lingual and/or conversant in Spanish is highly desirable

#### Job Details

- Reports To: Director of Programs
- Job Location: Peninsula, Bay Area, CA
- Classification: Exempt
- Hours/Week: 60% FTE position with some evenings and weekends for 10 months a year, plus full-time during the summer program in June and July
- Pay: Competitive and commensurate with experience
- Benefits: Medical/Dental/Retirement/Paid Sick and Vacation Time

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To apply, email cover letter and resume to [ah\\_office@aimhigh.org](mailto:ah_office@aimhigh.org).

No phone inquiries, please.

### **About Aim High**

Over the last 30+ years, Aim High has changed the lives of over 9,000 low-income youth. By reaching youth during the critical transition from childhood to adulthood, Aim High instills a deep love of learning through an engaging, personalized and supportive summer school program. Aim High is the largest academic summer program provider in the Bay Area, operating campuses in San Francisco, Oakland, on the Peninsula, in Marin County, and now also in the Tahoe/Truckee area. The organization has grown from one site, serving 50 students in 1986, to 15 locations serving over 1,900 students in 2015. The foundation of Aim High is an intensive, engaging and challenging five-week summer school program for middle school students from low-income families. Students join after 5th or 6th grade, and participate for three or four consecutive summers. For more information on Aim High visit [www.aimhigh.org](http://www.aimhigh.org).

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