

**Title of Position:** Regional Manager of California Operations

**Full time:** 40 hours per week

**Supervisor:** Chief Operations Officer

**Team Affiliations:**

- ISMB Ops
- Outreach Ops
- Communications
- Strategy

**Responsibilities**

The overall responsibility of the Regional Manager of California Operations is to manage and lead the day-to-day administration of the program, supervision of instructors employed, recruitment of partner schools, and to ensure the program is in compliance with local and state regulations governing non-profits and SfS policies and procedures.

**Specific responsibilities include:**

- Recruitment, training and supervision of local SfS instructors.\*
- Identify and recruit school partners for SfS programs in coordination with the Development Team.
- Communicate Fund Local plan to school partners and in coordination with the Development team, provide schools/districts with resources (names of companies, grants to write) in order to carry out fund local.\*
- Provide Fund Local invoicing schedule for all regional schools to COO for processing & collections.\*
- Setup and manage local school and district partnerships for SfS programs. \*
- Follow all data and evaluation requirements of SfS including but not limited to student outcome assessments and program/staff observations. \*
- Maintain a professional office and appropriate records in the region/state.
- Assist in the preparation of annual regional budgets; oversee regional expense reporting as needed. \*
- Design and implement family and community events as needed with the support of staff.
- Cultivate a positive workplace and promote a sense of community within the local team.\*
- Attend all relevant meetings for the teams identified above.\*
- Participate in professional development opportunities, meetings and workshops, as required by SfS.
- Connect with local STEM networking organizations, Chamber of Commerces, etc to develop a network to promote the awareness and impact of SfS for STEM education in the region.\*
- Attend local Outreach events.\*
- Identify appropriate umbrella organizations and useful connections for SfS to have in the region.

- Perform all other duties related to advancing the quality of operations and programming that the Chief Operations Officer and Executive Director deem necessary.\*
- Build/maintain kits and kit library with the support of staff (as needed)
- Fill instructor position(s) in partner schools (as needed)
- Remain informed with the relevant state science standards and regulations/procedures for science teacher accreditation and licensure in your state.\*

\*Items denote functions essential to this position.

### **Requirements:**

You have:

- Earned a Bachelor's Degree, in a STEM field or Education preferred
- Minimum of two years' experience working in a supervisory role
- Project Management experience
- Built and maintained successful partnerships with schools, districts, or community groups
- Worked in a fast-paced small company/startup environment
- Embraced the Cloud - fluency in Google Apps (especially GMail, Calendar, and Drive)
- Worked with remote teams
- Prior experience with K-12 education system

### **Additional Requirements**

- Possess excellent organizational and time management skills
- Have a team-oriented mindset and the ability to work independently without direct supervision
- Comfortable giving or receiving constructive, timely, and appropriate feedback
- Express a passion for making science approachable to all, especially children
- Willing to travel throughout the San Francisco Bay Area region to meetings/trainings/workshops
- Pass a yearly Background Check
- Be willing to accept other duties as assigned by the Chief Operations Officer.

In a desire to provide a range of STEM role models for the communities we serve, Science from Scientists encourages and welcomes diversity. As an equal opportunity employer, Science from Scientists does not discriminate in employment opportunities, policies or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, marital status, or any other characteristic protected by law. It is our policy to employ persons on the basis of ability, experience, education, and character.

### **Compensation & Benefits**

This position is a salary, exempt (40 hours per week) employee position with paid holidays, paid vacation and sick time, the option to enroll in a pre-tax medical and dental plan, and an optional 401k (no matching). Salary will be commensurate with experience and qualifications.

For immediate consideration, please send a resume and cover letter to [jobs@sciencefromscientists.org](mailto:jobs@sciencefromscientists.org) Please include "Regional Manager of California Operations" in the subject line. Accepting applications until position is filled, with an immediate start date upon hire.

### **About Science from Scientists**

*Science from Scientists' mission is to teach and inspire the next generation to identify and solve real-world problems by improving STEM literacy. We send real, charismatic scientists into classrooms during school, every other week during the school day throughout the entire academic year to inspire students and improve STEM competency by teaching hands-on, frameworks-relevant lessons to ensure that our nation's youth is competitive globally in STEM.*