

Science from Scientists (SfS) has an exciting job opening for the Site Operations Manager in San Mateo, California. The Site Operations Manager will embrace the overall mission and goals of SfS, serve as a leader within the program and school community and be a key collaborator with teachers/faculty, parents, and local community groups. The Site Operations Manager will report to the Chief Operations Officer. To learn more about this position and apply please visit our website, <http://www.sciencefromscientists.org/work>.

The overall responsibility of the Site Operations Manager is to manage and lead the day-to-day administration of the program, supervision of instructors employed and 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.
- In coordination with the Development Team, identify and recruit school partners for SfS programs.
- 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.
- Cultivate a positive workplace and promote a sense of community within the local team.
- Attend semi-monthly SfS Operations meetings, monthly SfS Leadership Team meetings and semi-annual instructor training meetings.
- Participate in professional development opportunities, meetings and workshops, as required by SfS.
- Connect with PTA, PTO, local Chamber, etc. to develop a network to promote the awareness and impact of SfS for STEM education in the region.
- 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 (as needed)
- Fill instructor position(s) in partner schools (as needed)

A variety of these traits will help you land this opportunity. 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

On top of that you must:

- 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 Bay Area region to meetings/trainings/workshops
- Pass a Background Check
- Be willing to accept other duties as assigned by the Chief Operations Officer.

Compensation:

This position will begin as a part-time (25-30 hours per week) non-exempt employee position with minimal benefits with the potential to grow to full time. 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 "California Site Operations Manager" in the subject line. Accepting applications until 11/15/16, with an expected start date in December 2016.