



Title: Program Associate, Curriculum & Programming

Reports to: Program Manager, Curriculum & Programming

About the Foundation:

The Stupski Foundation is a private, not-for-profit national operating foundation with a mission to improve the life options for children of color and poverty through transformation of the public education system. We see students and teachers leading a learning revolution that reinvents American education, by empowering students with the opportunity to own and drive their learning. The foundation is supporting a national Learning Lab Network of school sites to model innovation, an effort that engages all stakeholders in the education system: students, teachers, administrators and policymakers. The foundation has been working in the education sector since 1996, and is based in San Francisco.

About the Position:

The Stupski Foundation seeks a Program Associate to help build, test and refine student-centered approaches to learning that meaningfully and measurably advance the foundation's goals. The Program Associate will be a key member of our Curriculum & Programming Team, as well as working closely and collaboratively with other internal and external stakeholders of the Learning Lab Network to develop and implement the curriculum, tools and methodologies that support student engagement and teacher-student partnership. This position reports to the Program Manager, Curriculum & Programming.

Key Responsibilities:

- Key member of internal team responsible for designing and executing the foundation's strategy for building and revising the ongoing programming for learning lab sites.
- Conduct research in a variety of key areas, including improvement science, knowledge and capacities students need to drive their own learning, and curriculum development. Aggregate, analyze and report on findings.
- Assist in planning trainings, webinars, group discussions, coaching and conference sessions to meet proposed learning goals and content needs of the sites.
- Research, observe, and capture quantitative and qualitative information to improve and confirm effectiveness of services delivered to sites.
- Assist in the design and preparation of materials for the Board.
- Manage various contracts, contribute to RFP processes and support management of team budget.

Qualifications:

As the Program Associate, Curriculum & Programming, the ideal candidate must possess outstanding project management, planning and communications skills, and be a strong collaborative team-player. Ideally, this individual would also have experience in the education field (e.g., as a teacher).

Required:

- A passion for and commitment to social change, particularly educational reform and equity for children of color and poverty in the U.S., is required.
- Bachelor's degree.
- 4-6 years experience in education, non-profit work and/or professional services (e.g., strategic consulting).
- Ability to develop and deploy effective training for both youth and adult learners.
- Technologically savvy.



- Very strong analytical skills, both quantitative and qualitative, including the ability to synthesize findings and communicate results.
- Strong written and verbal communication skills; ability to translate complex topics for diverse audiences both verbally and in writing. Strong PowerPoint skills.
- Exceptional interpersonal skills. Able to quickly and easily build strong relationships with diverse audiences.
- A team-player who is motivated by working in a collaborative environment, yet able to work independently and show a high level of initiative and self-motivation. Strong sense of personal accountability and collective responsibility.
- Extremely strong project management and organizational skills, with strong attention to detail.

Preferred:

- At least 3 years of classroom teacher experience (especially in high school).
- Knowledge of strategies that promote growth mindsets, passion for learning and learning strategies in youth; demonstrated literacy expertise.
- Experience with curriculum and instructional design development and refinement.
- Conversant with electronic media and emerging educational technologies.

Application:

If you would like to apply, please send your resume and a cover letter to Careers@Stupski.org. Indicate "Program Associate, Curriculum & Programming" in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position and the personal qualities that you bring to the work environment. Please also include your salary requirements and how you heard about this opportunity.

The Stupski Foundation is an Equal Opportunity Employer. Please visit us at www.stupski.org.