



Martinez Fellowship Program Manager

Department	TAF Education Team
Reports to	TAF Director of Education
Salary	\$65,000 - \$75,000
Post/close date	OPEN
Classification	Exempt/Full Time (40 Hours)
Hours	Monday - Thursday
Location	Bethaday Community Learning Space (BCLS)

SUMMARY

The Martinez Fellowship Program Manager position reports directly to TAF's Director of Education and works with Martinez Fellows, university partners, school districts and educational leaders to coordinate and facilitate Fellow support programs and experiences. The mission of the Martinez Fellows program is to *improve teacher diversity and the retention of teachers of color in Washington State*.

The ideal candidate for this position is a team player with a positive attitude that can develop strong supportive relationships and provide guidance to the network of Martinez Fellows. Classroom teaching and/or school or district administrative experience and a track record working with underserved schools and student populations is highly desirable.

Additional responsibilities include classroom visits, coordinating formal and informal gatherings, establishing relationships with partner school districts (Superintendents, Principals, and HR Directors), and maintaining program records.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Martinez Fellowship Program Manager will carry out the following duties and responsibilities:

Collaboration

- Establish and maintain a trustful, confidential and non-evaluative relationship with Fellows
- Expand Fellow Ambassador program
- Cultivate existing relationships with partner universities, school districts, and thought leaders, as well as continue to initiate and develop new strategic partnerships
- Work with all stakeholders to improve and organize program content
- Invite ongoing collaboration with local principals and partners to ensure coherence between Fellow program activities and school or district expectations
- Early Fellow relationship cultivation and development

Professional Development

- Plan and organize annual summer conference and five professional development seminars throughout the year
- Plan and organize 1 to 2 Fellow professional development seminars/events East of the mountains
- Assist Fellows with resume building and job placement
- Maintain ongoing Fellow outreach and support, which include periodic classroom visits upon request



Operations

- Manage Fellow database (Fellow contact information, employment status, notes, etc.) and retain up-to-date records for programmatic and analytical purposes
- Support the overall Martinez Fellowship program evaluation process
- Facilitate the Martinez Fellow application selection process
- Prepare agendas and materials for Fellow seminars and annual conference
- Coordinate event space, food, snack, and beverage needs with TAF Operations Team
- Provide content for marketing materials used to invite Fellows to events and general recruitment
- Complete required program paperwork (i.e. monthly, quarterly project reports)
- Work with the Director of Educators Network and TAF Development Team in the creation of program descriptions for written communications and promotional literature for distribution such as newsletters, brochures, FB, and Blog Post for the work being accomplished

QUALIFICATIONS

- Excellent written and oral communication skills with demonstrated ability to speak and write clearly
- Familiarity working in diverse and multicultural and bilingual environments
- Strong characteristics of professionalism and leadership in education
- Commitment to professional growth and learning
- Demonstrate the highest standards of honesty, integrity, flexibility and responsiveness
- Ability to support, encourage and mentor beginning teachers in underserved schools.
- Experience related to adult learning (professional development, mentoring, teaching)
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Drivers license and reliable transportation

EDUCATION & EXPERIENCES

- Bachelors or Masters degree in education or related field
- Program and/or Project management experience
- Classroom experience and/or relevant experience in the field of education
- Demonstrated ability to capture, analyze and make programmatic changes based on collected data
- Must be able to work independently with limited resources
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly
- Familiarity working in diverse and multicultural and bilingual environments
- Demonstrate the highest standards of honesty, integrity, flexibility and responsiveness
- Moderate to high proficiency and or aptitude in Microsoft Windows Operating System; MS Word; MS Excel; MS PowerPoint; MS Outlook. Cursory knowledge using Box, and Google Docs is a plus

LANGUAGE SKILLS

Fluency in languages other than English is a plus.



COMPENSATION AND BENEFITS

TAF offers competitive salaries and comprehensive benefits package.

- 100% of Medical paid by Employer for staff and dependants
- 2-weeks of accumulated vacation/1-week of accumulated sick time
- 1 additional vacation week paid by the Employer in the month of July

TO APPLY:

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. For more information visit our website at www.techaccess.org/about/work-at-taf/. No phone calls please.

TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.