



## ABE Program Manager

### ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund (LAPF) is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit [www.lapromisefund.org](http://www.lapromisefund.org).

### POSITION SUMMARY

Reporting to and working closely with the Director of Programs, the Program Manager will help implement an ambitious project that will improve educational outcomes for thousands of students across the country. The Program Manager will oversee administrative, logistical, programmatic, and communications tasks related to the Amgen Biotech Experience (ABE). This program achieves large-scale outcomes through direct partnerships with schools and teachers. This role will work mostly from our headquarters in Downtown LA, although some driving will be required. This role will also be expected to work occasional evenings and weekends.

**Amgen Biotech Experience:** The Amgen Biotech Experience (ABE) is an innovative science education program that empowers teachers to bring biotechnology to their classrooms. ABE provides teacher professional development, curriculum materials, and research-grade equipment and supplies to secondary schools.

### RESPONSIBILITIES AND DUTIES

#### Programming & Communications

- Help build positive relations within the ABE team and its external parties.
- Support recruitment and outreach to students and teachers to join Girls Build and TIP.
- Support Director with program implementation and activities of ABE.
- Based on skills/experience and input from Director, Program Manager will be tasked with independent management of select program components.

#### Administration & Event Coordination

- ABE Program
  - Manage and process reimbursements, lease agreements and accounts for the program (e.g., track expenditures / transactions).

- Support end-to-end event logistics in person and remotely (e.g., set-up, break down, RSVPs, etc.) at meetings and workshops across four ABE-Los Angeles centers: Pierce College, Fullerton College, CSU Channel Islands, and Pasadena Bio Collaborative.
- Other duties as assigned

## **CANDIDATE REQUIREMENTS**

### *Education and Experience*

- Degree in Biology, Chemistry, Biotechnology, Microbiology or other related field.
- Experience working with students or within schools, preferably within K-12 Los Angeles schools.
- Coordination or administrative experience with managing timelines and budgets.
- Program management and event planning experience preferred.

### *Knowledge, Skills, and Abilities*

- Technical Skills
  - An understanding of local K-12 education system and policies and/or of biotech/biotech-related industry.
  - Tech savvy; Ability to use Microsoft Office and Google Suite for managerial tasks.
  - Familiarity with website maintenance and social media platforms.
  - Ability and willingness to learn the Amgen Biotech Experience curriculum and the associated technical work required to implement the program.
- Soft Skills
  - Enjoys student and teacher engagement; not shy about engaging a conversation with strangers
  - A strong collaborator and communicator (written and verbal).
  - Detail-oriented and efficient.
  - Able to work independently / self-starter
  - Entrepreneurial: a hard worker with a high energy level, action-oriented, and solution-oriented
  - Comfortable with interfacing with partners and stakeholders

\*\*\*This role requires 20% travel time (domestic and/or international), including significant driving to various ABE sites throughout Southern California.

## **COMPENSATION**

Salary commensurate with qualifications, experience, and education. Excellent full benefits package.

## **HOW TO APPLY**

Email your cover letter and resume to [careers@lapromisefund.org](mailto:careers@lapromisefund.org).