



**ABE Laboratory Technician/ Site Coordinator,  
South LA Distribution Center**

**ORGANIZATION SUMMARY**

For more than two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinating high impact educational enrichment programming to ensure students are college and career bound. LA Promise Charter Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit [www.lapromisefund.org](http://www.lapromisefund.org).

**POSITION SUMMARY**

Amgen Biotech Experience Los Angeles (ABE-LA), funded by the Amgen Foundation, is an innovative science education program that provides teacher professional development, teaching materials, and research-grade equipment and supplies to secondary schools free of charge. It features a hands-on molecular biology curriculum that introduces students to the excitement of scientific discovery through cutting edge in-person and online lab experiences.

To learn more about Amgen Biotech Experience visit [www.amgenbiotechexperience.net/losangeles/](http://www.amgenbiotechexperience.net/losangeles/).

The **ABE Lab Technician/Site Coordinator** is the primary staff person at our new ABE distribution center targeting South LA, having responsibility for daily workings of the program; lab preparation and maintenance; and serve as the primary contact for teachers. To fulfill the duties of the **Lab Technician**, the individual is responsible for preparing the lab material and supplies for schools, providing technical support to the teachers, maintaining lab equipment and supervising lab assistants, student interns and volunteers at the distribution center. To fulfill the **Site Coordinator** duties, the individual works directly with the ABE-LA team, under the supervision of the ABE-LA Director, to ensure the desired quality and outcomes are accomplished in a timely and professional manner; including, but not limited to, managing in person training, material development/ distribution, and supporting schools. Furthermore,, the Site Coordinator will work with the team to ensure robust virtual and online experiences are fully available to students and teachers. This Site coordinator will have an explicit focus on recruiting urban LA schools and teachers to ensure that traditionally underserved student populations (e.g., Black/African American, Latinx, English Learners and Special Education) have access to the Amgen Biotech Experience. This is a full-time, exempt position.

## **RESPONSIBILITIES AND DUTIES**

The ABE Lab Technician/Site Coordinator will:

- Serve as LAPF's ABE-LA representative and primary liaison with teachers and ABE program partners
- Coordinate kit schedules; lab materials preparation and distribution; and equipment maintenance for the distribution center
- Provide technical assistance and professional development for participating teachers
- Train and supervise assistant lab technicians and student interns
- Ensure paperwork and invoices related to services are submitted accurately and in a timely manner
- Provide support and assist with the planning and implementation of the ABE-LA teacher training workshops and other ABE-LA events
- Present at training workshops and ABE-LA events as needed

- Use current and emerging technologies and alternative delivery methods to enhance student learning and teacher professional development
- Develop training materials and facilitate professional development sessions on implementing the ABE curriculum using LabXchange
- Prepare and submit reports in a timely manner
- Other duties as assigned

## **CANDIDATE REQUIREMENTS**

### ***Education and Experience***

- Bachelor's degree in Biotechnology, Biology, Biochemistry, Microbiology or a related science field
- 1 year of experience working in a biology laboratory setting
- Prior teaching experience as a high school teacher or college professor **preferred**
- Applicants with graduate teaching assistantship experience are encouraged to apply
- Demonstrated proficiency using computer applications, online resources, and other technologies for the classroom preferred

### ***Knowledge, Skills and Abilities***

- Strong management, interpersonal and communication skills with the ability to work effectively with a wide range of stakeholders in a diverse community
- Ability to communicate effectively with the school community, including administrators, teachers, and students
- Ability to engage in self-evaluation with regard to performance and professional growth
- Comfortable receiving input from many sources and able to analyze and formulate disparate information into a sound, well-organized plan
- Innovative thinker who can contribute to continuous improvement of protocols, policies and operating procedures
- Flexible and adaptable individual willing to learn new systems and approaches as technology and platforms change
- Self-starter with a knack for networking, creating new relationships and opportunities
- Fluent computer skills including database, word processing, spreadsheets, presentation, and online communications (e.g. Microsoft Office and Google Suite)

- Able to work with a flexible schedule, as needed the by program, including after-hours and weekends (occasionally)
- Bilingual in **Spanish** preferred
- Commitment to LA Promise Fund and Amgen Biotech Experience mission and values
- Must clear a LiveScan criminal background check
- Must clear a TB Risk Assessment
- Must complete Mandated Reporter training

### **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).