



ABE Laboratory Technician/Site Coordinator

**California State University - Channel Islands
Fullerton College**

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.

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 and features a hand-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/

The Laboratory Technician/Site Coordinator is the primary staff person at an ABE distribution center, having responsibility for daily workings of the program, and is the primary contact for teachers. This is a full-time, exempt position.

RESPONSIBILITIES AND DUTIES

The ABE Laboratory Technician/Site Coordinator will:

- Serve as an ABE-LA representative and primary liaison with teachers and ABE program partners on behalf of the distribution center
- Work directly with the ABE-LA team, under the supervision of the ABE-LA Site Director, to ensure the quality and outcomes of the work are accomplished in a timely and professional manner
- 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 the assistant lab technicians and student interns
- Ensure paperwork and invoices related to services provided by the distribution center 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 teacher events as needed
- Use current and emerging technologies and alternative delivery methods to enhance student learning and teacher professional development
- Present at training workshops and facilitate in-person and virtual ABE-LA teacher events as needed
- Develop online modules using LabXchange platform for students and teachers
- Provide program expertise and advice to ABE-LA site staff
- 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 and 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
- A strong collaborator, good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan
- Demonstrated project management expertise
- Fluent computer skills including database, word processing, spreadsheets, presentation, and online communications (e.g., Microsoft Office, Google Suite, Zoom)
- 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.