



## Site Director of the ABE-Greater LA Program

### **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 coordinates high impact educational enrichment programming to ensure students are college and career bound. Russell Westbrook Why Not? 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).

### **PROGRAM SUMMARY**

The Amgen Biotech Experience (ABE) is an innovative science education program that empowers teachers to bring biotechnology to their classrooms. Through 5 distribution centers located in Camarillo, Pasadena, Woodland Hills, and Los Angeles the ABE- LA program provides an engaging, hands-on biotech curriculum, teacher professional development, and research-grade equipment and supplies at no cost to schools throughout a large geographic area. In the 2018-2019 school year, ABE-LA served more than 27,000 students, 250 teachers, and 160 schools.

The ABE- LA Greater LA Program has offered opportunities to students and teachers in Kern, Los Angeles, Orange, Riverside, San Bernardino, Tulare, and Ventura counties for over 30 years. It is the founding member of a now international program with sites around the world.

To learn more about the Amgen Biotech Experience visit <https://www.amgenbiotechexperience.com/>

## **POSITION SUMMARY**

Reporting to the Chief Program Officer, the Site Director of the Amgen Biotech Experience Program leads the Greater Los Angeles site of the Amgen Biotech Experience and is responsible for the overall management of the ABE-LA program and its five distribution centers. They provide direction to and oversight of all program staff and activities and report to the global ABE Program Office on all financial and grant-related matters.

While this is a LAPF headquarter-based position, significant driving throughout Southern California, as well as some evening and weekend work, will be required. Occasional air travel (domestic and/or international) may also be needed. This is a full-time, exempt position.

## **RESPONSIBILITIES AND DUTIES**

- Manage ABE staff and all grant activities
- Oversee program budget
- Prepare ABE related grant applications and grant reports
- Develop and manage relationships with various stakeholders (K12 teachers, principals, counselors, college faculty and administrators)
- Assist with developing new program funders
- Ensure the fulfillment of ABE grant goals and objectives
- Create and manage site-wide program policies, and coordinate activities between distribution centers
- Direct and coordinate site-wide events, initiatives, and projects, including teacher professional development institutes and teacher recognition events
- Direct internal evaluation efforts
- Help determine long-term vision and strategy for ABE-LA
- Serve as the program liaison with the ABE Program Office
- Serve as the site webmaster
- Assist with public relations related activities for ABE
- Serve as the public face of the ABE-LA program
- Other duties as assigned

## **CANDIDATE REQUIREMENTS**

### **Education**

- Degree in molecular biology, microbiology, biochemistry, biotechnology, or related field of study preferred. Candidates with significant work experience in one or more of these fields and/or proven track record of successful, large-scale project management will also be considered.

### **Experience**

- Experience working with students, teachers, school administrators, and within schools, preferably within California K-14 schools.
- Experience working in or with biotech/biotech-related industry preferred.
- Experience managing education-related programs, including supervisory experience.
- Experience in project management, event planning, managing budgets, grant writing, and grant reporting.
- Science teaching experience preferred.

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

- Strong management skills, interpersonal and communication skills, and the ability to work effectively with a wide range of stakeholders in a diverse community.
- Organized and detail-oriented.
- Ability to work with and understand the needs of public and public charter school teachers.
- Proficient with Microsoft Office and Google Suite applications for administrative tasks.
- Ability and interest in learning the ABE curriculum and the associated technical work required to implement the program.
- Demonstrated project management expertise.
- 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.
- Familiarity with website maintenance and social media usage.
- Knowledge and experience in delivering hands-on, project-based learning linked to California science education standards preferred.

- A flexible and adaptive individual willing to learn new systems and approaches as technology and platforms change and as program needs require.
- Versed in effective science andragogy and pedagogy to ensure teachers are effectively trained to deliver strong, hands on learning experience.
- Commitment to LA Promise Fund and ABE mission.
- Must clear a Live Scan criminal background check.
- Must clear a TB Risk Assessment.
- Covid-19 Vaccination
- Must complete Mandated Reporter training.

### **COMPENSATION**

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

### **HOW TO APPLY**

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