



<b>Position Title:</b>	<b>Vex/FLL Robotics Coordinator</b>
<b>Exemption Status:</b>	<b>Part-Time, Non-Exempt Hourly Position May require weekend</b>
<b>Reports to:</b>	<b>Elementary Program Manager Middle School Program Manager</b>
<b>Directly Supervises:</b>	<b>Hope Horizon Program Volunteers</b>
<b>Compensation:</b>	<b>\$21-\$24/hour DOE, part-time benefits</b>
<b>Schedule:</b>	<b>School Year 2024 - 2025, 4 days/16-20 hours total/week August through May</b>

#### **About the Organization:**

Hope Horizon East Palo Alto is devoted to carrying out the Christian Gospel message in and through programs and resources offered to students (and families) in East Palo Alto, CA. Our vision is that our alumni are active Christ followers, have hope, purpose and marketable skills and who give back to their communities. Since our founding over 35 years ago, the mission of Hope Horizon EPA is to equip the youth of East Palo Alto and the Belle Haven neighborhood to grow spiritually, gain life skills and develop as leaders so they have hope and a future. Hope Horizon is a \$1.2MM non-profit serving close to 250 mostly at-risk and low-income youth each year in after-school and summer programs, using relational, holistic and collaborative approaches to empower the next generation of community leaders. Please see [www.hopehorizonepa.org](http://www.hopehorizonepa.org) for more information on Hope Horizon EPA.

Hope Horizon East Palo Alto is committed to Equal Employment Opportunity (EEO) in compliance with bona fide occupational qualification (BFOQ). Hope Horizon EPA follows Federal, State and local laws that prohibit employment discrimination based on race, gender, national origin, disability, color, age, pregnancy, marital status, citizenship, genetic disposition, or veteran's status or any other classification protected by State/Federal laws.

#### **About the Position:**

The Hope Horizon East Palo Alto Executive Staff is seeking a Robotics VEX/FLL Coordinator that will lead VEX 123, GO, Lego League students and be the main representative of these programs to the greater East Palo Alto community. **The Robotics VEX/FLL** will also be responsible for working with the Program Team and Hope Horizon EPA volunteers to clearly guide the VEX 123, GO, Lego League students as they coach them in age specific, applicable robotics lessons.

The qualified candidate will be a competent classroom leader with a high level of integrity that has worked in a similar non-profit or ministry. They will have training or schooling in robotics, classroom development, and proper understanding of how to work with students in a classroom setting. This candidate will have knowledge of child development and will share

their skill set in an effective way with students. They will be mindful that they are a representative of Christ and of Hope Horizon EPA as they work within our community.

## **Key Responsibilities:**

### **Vision & Strategy**

- Oversee Hope Horizon EPA classrooms at their most essential levels.
- Carry out the mission of Hope Horizon East Palo Alto and the vision of its leadership while adhering to defined organizational values.

### **Fundraising & Community Relations**

- In partnership with the Executive Staff and Development Officer support aspects of fundraising – personal appointments, church and foundation presentations, grant applications, writing solicitation letters, fundraising events, etc.
- Promote Hope Horizon EPA in our community and in local organizational partners. This may include speaking in a variety of settings and representing the organization at public events.
- Utilize networks within local agencies, area churches, and similar ministries to reinforce and engage with Hope Horizon EPA elementary and middle school robotics.

### **Program Support and Responsibilities**

- Supervise, train, and develop elementary robotics and middle school FLL volunteers in the functions of their roles.
- In collaboration with the Director of Programs, manage and maintain robotics budget.
- Supervise and assist elementary robotics and FLL students in completing their specific assignments and managing events and competitions.
- Work with elementary robotics and FLL students and support them.
- Complete other duties as assigned by Elementary Program Manager and Middle School Program Manager to meet the needs of elementary robotics and FLL.
- Develop Hope Horizon EPA robotics program plans and processes yearly.
- Onboard, train, supervise, and develop all program volunteers as they need to be supported within the functions of their role in the program.
- Work in conjunction with Hope Horizon EPA Volunteer Manager/Staff in order develop and sustain the program.
- Follow and maintain all Hope Horizon policies and procedures as they pertain to student safety and industry standards.

### **Required Qualifications**

- Agreement with Statement of Faith and commitment to the mission of Hope Horizon EPA
- Satisfactory completion of a background check (including LiveScan, as appropriate), that may include, but is not limited to: criminal records check, verification of academic credentials, licenses, certificates, credit history, professional references and/or verification of work history is required for employment
- Work experience, including a focus on urban and multi-ethnic ministries with children
- Have a desire to help children improve their academic and social skills
- Some college courses completed

- Basic knowledge for robotics and/or engineering
- Persuasive and passionate communicator with strong written and verbal skills
- Strong work ethic with a high degree of energy, emotional intelligence, and excellent interpersonal skills
- High ethical standard and values
- Strong attention to detail, excellent organizational skills and an ability to work well under pressure
- Ability to work at conflict resolution, or be willing to learn, to maintain relationships within program staff and volunteers for the success of the programs and reputation of Hope Horizon East Palo Alto within the greater community
- Willingness to participate collaboratively, supportively, and enthusiastically on a diverse team
- Participate in ongoing trainings relevant to the job role

### ***Preferred Qualifications***

- Bilingual (Spanish)
- Experience working in a similar nonprofit
- Bachelor's degree in related field
- Strong familiarity with the East Palo Alto and Belle Haven communities
- Established networks with local churches, nonprofits and foundations is a plus
- In order to reflect the community served, Latino, Pacific Islander, and African-American candidates are encouraged to apply

### **How To Apply:**

Applications need to include both a resume and cover letter in order to be considered. Attachments must be in .doc or .pdf format only. In your cover letter, please explain your interest in Hope Horizon East Palo Alto and why you think you are a good fit for this role. Only resumes with cover letters will be considered. No phone calls please. Applications will be accepted on a rolling basis. Send to [jennifer@hopehorizonepa.org](mailto:jennifer@hopehorizonepa.org) or Jennifer Nicks c/o Hope Horizon East Palo Alto, 1001 Beech Street, East Palo Alto, CA 94303.