



JOB DESCRIPTION: Site Manager

ORGANIZATION BACKGROUND:

The Hidden Genius Project is a non-profit that trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. The Hidden Genius Project seeks to reveal the true potential of Black male youth and transform their communities from the inside out. Through our student-centered, project-based approach, we invest in young Black men, give them access to technology training, and plug them into an ecosystem of innovation and empowerment. The Hidden Genius Project was founded in Oakland in 2012 and operates sites in Richmond, California, Los Angeles, and Detroit while delivering various programming with partners throughout the world. As the program continues to grow, The Hidden Genius Project seeks to impact thousands more Black males and young people in the coming years [more info at www.hiddengeniusproject.org].

POSITION PURPOSE AND SUMMARY:

The Site Manager within The Hidden Genius Project is the fundamental driver of the organization's program operations, at the site level. This person is responsible for holding The Hidden Genius Project's culture and values while managing a team that delivers dynamic and effective programming to local young people. The Site Manager continually exercises ingenuity, enthusiasm, and a deep commitment to continual learning within an exciting startup environment. Finally, the Site Manager works as part of a dynamic, communicative, and supportive team of staff, volunteers, and Board members committed to their success. This is the consummate role for an individual with a creative and entrepreneurial spirit.

MAJOR AREAS OF RESPONSIBILITY:

- **Organizational Leadership**—Maintain effective organizational culture consistent with the values of The Hidden Genius Project
- **Mentorship and positive student experience**—Develop rich one-to-one connections with Immersion participants. Through mentorship relationships, identify holistic participant needs as they arise, and strategize with The Hidden Genius Project staff to develop a plan to address them. Solicit participant and parent/guardian feedback to guide responsive programmatic improvements to maximize participant enjoyment and success.
- **Relationship development with key stakeholders and partners**—Coordinate responsive communication with participants, their families, and key partners. Identify pressing constituent needs and develop strategic responses. Develop strategic partnerships to support healthy operations and program implementation.
- **Office and programming operations coordination**—Ensure programming spaces are set up properly. Coordinate and set up student meals. Oversee arrangements for student travel to field trips and other activities.
- **Oversight and management of site budget**—In partnership with the Finance and Operations Director, manage and responsibly implement the annual site budget. Practice



sound judgment in allocating adequate resources for effective operation and program delivery, while also identifying opportunities for cost savings. Ensure that the organization meets annual expenditure and revenue targets.

- **Team management and development**—Manage site team members, Support and facilitate local hiring processes. Curate and coordinate team training and professional development opportunities.
- **Volunteer coordination**—Track, organize, and communicate with volunteers, as needed, to support Immersion and Catalyst programs.
- **Data Collection and Reporting**—Partner with The Hidden Genius Project leadership to implement core data collection processes to support organizational learning and quality assurance.
- **Training, technical assistance, and facilitation**—Train The Hidden Genius Project staff and volunteers on relevant content, competencies and/or methods.
- **Engagement of local advisors**—Identify respected and trusted partners to offer advocacy, guidance, and key relationships to support effective operation of the site. As appropriate, establish a local Advisory Council to champion The Hidden Genius Project’s mission.
- **Core Communications**—Produce and distribute locally-focused core communications content and materials, including electronic newsletters, social media content, press releases, brochures, and any other necessary materials (to go along with centrally-developed content). As lead ambassador to local communities, conduct media interviews, public speaking engagements, conference presentations, and other opportunities that highlight The Hidden Genius Project’s work.
- **Other duties as assigned** —Work on other short-term and long-term projects as the need arises.

GENERAL RESPONSIBILITIES:

- Serve as an exceptional role model and mentor to The Hidden Genius Project participants.
- Communicate effectively (via email, phone, and/or postal mail) and in a timely manner with all relevant constituencies, including participants and their parents/guardians.
- Act as dynamic ambassador to The Hidden Genius Project within the community

QUALIFICATIONS, SKILLS, AND ABILITIES:

Required

- Excellent leadership abilities
- Experience managing significant youth program components (including staff) and/or directing at least a division of a youth-facing organization
- High comfort level with technology
- Experience working and communicating effectively with Black male youth and adolescents more broadly
- Intense commitment to the life success of Black males and boys and men of color
- Experience mentoring and working closely with Black male youth
- Ability to prioritize, organize, and delegate effectively



- Ability to receive feedback and engage in continuous self-improvement
- Ability to adapt to a dynamic, rapidly-changing work environment
- Ability to build positive relationships across constituencies and sectors
- Firm belief in personal accountability, producing measurable outcomes, and sustaining high expectations

Desired

- Bachelor's Degree
- Experience working in the technology industry
- Research and policy advocacy experience
- Commitment to achieving The Hidden Genius Project's mission and vision

ROLE OVERVIEW:

- Role Location: Openings in Oakland & Richmond, California
- Reports to: Director of Finance and Operations (based in Oakland, CA)
- Manages: Staff on programming site, interns, and volunteers (including coordination tasks)
- Status: Exempt
- Schedule: Full Time (minimum 40 hours per week); starting by December 2022; working evenings and weekends, as needed
- Additional requirements: must travel to Headquarters in Oakland, CA for multiple days at a time (totaling up to 2-4 weeks on aggregate) between January and May 2023 to engage in immersive training

BENEFITS:

- Dynamic, fun work environment.
- Excellent opportunity to make a significant impact in the lives of numerous underserved youth.
- Entrepreneurial organization; implement your own ideas and immediately see the effects.
- Opportunity to meet and interact with multifarious individuals in the technology industry.
- Opportunity to play a fundamental role in building a national program.
- Opportunity to innovate in building effective models for holistic technology instruction

COMPENSATION:

- Salary and benefits will be competitive and commensurate with experience

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job:

- The employee will occasionally climb or balance; stoop, kneel, crouch, or crawl; the employee frequently stands; walks; sits; the employee regularly uses their hands, fingers, and arms; the employee will also need to talk and hear.
- The employee will occasionally lift up to 50 pounds; the employee will regularly lift up to 10 pounds
- Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; ability to adjust focus
- Travel and supervise transportation of students as needed



APPLYING:

To apply, please submit a resume and cover letter outlining your interest in the role and how your qualifications align with the above requirements via email to hiring@hiddengeniusproject.org, with the subject head: "Site Manager"

ABOUT THE HIDDEN GENIUS PROJECT CREATION & COMMITMENT:

The Hidden Genius Project trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. Founded in 2012 by five Black male entrepreneurs/technologists who were unnerved by the dramatic juxtaposition between the high unemployment of Black male youth and the plethora of career opportunities within the local technology sector, The Hidden Genius Project connects young Black males with the skills, mentors, and experiences that they need to become leaders in high-performing entrepreneurs and technologists.

The Hidden Genius Project is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or a need that requires an accommodation, please let us know.

We value diversity and inclusion and encourage people of color to apply for our open positions. To be successful in our work, one must have a passion for young Black males and through operational excellence, be able to serve them in their current state and for the betterment of their future.