



JOB TITLE: Alumni Coordinator (3 open positions: Oakland, Richmond, Los Angeles, all in CA)

ORGANIZATION BACKGROUND:

The Hidden Genius Project is a non-profit headquartered in Oakland, California 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 2012 and established a full-time infrastructure in 2015. The organization now operates Intensive Immersion Programs in Oakland, Richmond, California, Los Angeles, and Detroit; in 2023, we will continue on our national growth trajectory, all as we look to regain our programming rhythm in the wake of ongoing public health challenges. As the program continues to grow, The Hidden Genius Project seeks to impact thousands of more Black males and young people in the coming years.

POSITION PURPOSE AND SUMMARY:

The Alumni Coordinator is the first line of our organization's efforts to deliver college and career coaching to alumni of the Intensive Immersion Program. This person identifies, recommends, and actively manages personal, professional, and academic initiatives, working at a programmatic level building relationships with partner organizations for maximum strategic impact on alumni and current geniuses. The Alumni Coordinator establishes and maintains working relationships with geniuses through active personal and academic mentoring. Additionally, the Alumni Coordinator exists to expand partnerships that are in the early stages to further support internally or externally and to set and track measurable benchmarks to support program goals.

MAJOR AREAS OF RESPONSIBILITY:

Partnership in Genius Onboarding

- Partner with The Hidden Genius Project staff, external partners and volunteers to develop a smooth process introducing new genius families to organization

External Stakeholder Engagement

- As it relates to alumni, manage selection, onboarding and coordination with external stakeholders regarding Genius College and career readiness efforts/needs

Expand Partnerships

- Onboard and manage the Beyond 12 Coach and DCAC College Adviser.
- Establish and maintain ongoing relationships with geniuses and partner organizations to connect opportunities, based on regional needs
- Monitor regional alumni engagement, create Genius success plans, and offer mentorship for current and former alumni.



- Assist with cross-organization collaboration, volunteer coordination, and data reports.

Mentor and Supporter of Positive Youth 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.
- Identify Genius needs and wants to create a pipeline of support that provides a variety of opportunities that they vote for with their feet.

Alumni Event Coordination

- Ongoing college and career readiness opportunities such as (but not limited to) :
 - o Summer Business Trips (career exposure)
 - o College info night
 - o Virtual trainings/apprenticeships
 - o Supporting exit interviews

Alumni Data Management

- Lead alumni data collection, analysis and management and delivery of reports

Liaison with Support Services Team

- Work with the Support Services Team (including attending meetings) to identify, refer and deliver resources to Genius alumni, to support their holistic wellbeing.
- Establish and maintain ongoing relationships with Geniuses and families to connect opportunities and increase engagement.

College Advising Fellow Management

- In partnership with the Director of Strategic Initiatives, coordinate activities and objectives with College Advising Fellow(s) to implement college access and completion strategies.

General Program Support

- As assigned by the supervisor, attend and support The Hidden Genius Project programs including (but not limited to) Immersion Program (including college readiness/life skills presentations), End of Summer Celebration, Brothers Code, or other key programs.



Training, Technical Assistance, and Facilitation

- Train The Hidden Genius Project staff and volunteers on relevant content and methods.
- Engage relevant external stakeholders to assess capacity and needs towards implementing effective college and career access models.
- Collaborate in designing strategies to scale impact and/or support systems-level implementation.

Other responsibilities as assigned.

QUALIFICATIONS, SKILLS, AND ABILITIES:

Required

- Must be a recent college graduate (BA/BS) with at least 2 years of college access experience
- Able to work a flexible hybrid model, 3 days on site, 2 days off, Monday – Friday with occasional evening and weekends
- Proven ability to organize and manage many tasks and projects simultaneously
- Able to meet deadlines, plan events, and track data consistently
- Ability to relate well with a diverse high school student population
- Criminal Background Clearance.

Desired

- Access to reliable transportation to and from school sites. (Access to a reliable car highly preferred)
- Excellent oral and written communication, presentation, and leadership skills
- Ability to work independently as well as collaborate effectively with others

ROLE OVERVIEW:

- **Role Location:** 3 open positions-Oakland/Richmond/Los Angeles
- **Reports to:** Regional Manager of Alumni Engagement
- **Status:** Part time/Full time
- **Schedule:** Full time 40 Hours per week Part time 20 Hours per week; starting by January 2023; working evenings and weekends, as needed

BENEFITS OF THE ROLE:

- Dynamic, fun work environment.
- Excellent opportunity to make a significant impact in the lives of numerous young people
- 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 organization.
- 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 may occasionally climb or balance; stoop, kneel, crouch, or crawl; the employee may frequently stand, walk, or sit; the employee may regularly grasp objects, talk and/ or hear.
- The employee will occasionally lift up to 50 pounds; the employee will regularly lift up to 10 pounds
- This job requires vision abilities that ensure safety of operating and programming spaces for all stakeholders
- Travel and supervise transportation of students as needed
- National (and possibly international) travel

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 hire@hiddengeniusproject.org, with the subject head: **“Alumni Coordinator”**

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.