



**Job Announcement: Program Manager**  
10,000 Degrees Academic Support

**Organization Description**

**10,000 Degrees** is a dynamic and growing nonprofit organization whose mission is to help students from low-income backgrounds get to and through college in order to positively impact their communities and the world. A vital component of the support provided to students is academic tutoring and mentoring from community volunteers. The Program Manager (PM) for **10,000 Degrees Academic Support** manages staff who coordinate screening, training and placement of community volunteer tutors. Website: [www.10000degrees.org](http://www.10000degrees.org)  
Academic Support Website (Previously Marin County School Volunteers): [www.mcsv.org](http://www.mcsv.org)

**Position Description**

- Manage program budget; assist in development/fundraising/grant writing in coordination with other 10KD staff and programs
- Collaborate on community outreach public relations, marketing and communications regarding volunteer tutoring programs
- Oversee all Academic Support Coordinators who manage volunteer tutors (recruitment, screening, training, volunteer placement and satisfaction) on school sites
- Manage 10KD Academic Support database
- Oversee communications with volunteers, and donors through mail, email and newsletters
- Oversee appreciation events for volunteer tutors

**Desired Qualifications and Background:**

- Extensive knowledge of public schools in Marin County and diverse instructional needs of students and teachers; knowledge of Marin organizations and philanthropy
- Experience in leading teams or volunteers; managing administration and fiscal affairs
- Not for profit community-based fundraising/grant-writing knowledge
- Ability to collaborate with diverse populations; educators, administrators, volunteers, etc.
- Demonstrated verbal and written communication skills
- Assessment of program effectiveness
- BA/BS or greater in Education, Social Science or related field
- Ability to market 10KD Programs to the community
- Flexible, responsible, and possessing a good sense of humor
- This is a part-time (19 hours per week/academic calendar year, 41 weeks; \$31/hr.) non-benefitted position

**To Apply:**

Submit resume and cover letter to [academicsupport@10000degrees.org](mailto:academicsupport@10000degrees.org)  
(Please indicate **PROGRAM MANAGER POSITION** in the subject line).