



K-12 STEM PROGRAMS COORDINATOR - JOB DESCRIPTION

FLSA Status: Full-Time, Exempt

Pay Range: \$71,000 - \$73,000 annually

Location: Hybrid / San Jose, CA

Reports to: Senior Programs Manager

Organization Overview:

The Hispanic Foundation of Silicon Valley (HFSV) was established in 1989. Our mission is to improve the trajectory of Latino families in the Silicon Valley region by increasing the number of Latino professionals in successful STEM careers.

HFSV provides evidence-based programs and resources that support Latino students and families from elementary school through high school and into college and early STEM careers. Through partnerships with schools, community organizations, corporations, and other stakeholders, HFSV works to expand access to educational opportunities, STEM exposure, college readiness resources, and career pathways.

Position Overview:

The HFSV K-12 STEM Programs Coordinator supports the coordination and delivery of programs that increase educational opportunities, STEM exposure, and college and career readiness for students and families. Reporting to the Senior Programs Manager, the Coordinator will support the implementation of K-12 programs and initiatives across Santa Clara and San Mateo counties. This position works closely with students, families, educators, school administrators, volunteers, community partners, and the broader HFSV team to help ensure programs are well-coordinated, engaging, and aligned with organizational goals. The ideal candidate is organized, collaborative, adaptable, and comfortable managing multiple priorities in a community-centered environment. The Coordinator should demonstrate strong communication and relationship-building skills, attention to detail, initiative, and a commitment to supporting students and families.

Key Responsibilities:

Program Coordination & Implementation

- Support the planning, coordination, and implementation of HFSV K-12 STEM, college readiness, and family engagement programs, workshops, and activities.
- Coordinate program logistics and administrative processes in collaboration with the Senior Programs Manager, program team, and partner sites.
- Support program facilitation and participant engagement across in-person and virtual programming.
- Help ensure programs are implemented effectively, consistently, and in alignment with HFSV expectations and partner requirements.
- Monitor program needs, identify challenges or opportunities, and communicate updates and recommendations to the Senior Programs Manager.

Volunteer, Student, & Community Engagement

- Coordinate volunteer participation across HFSV K-12 Programs, workshops, events, and other program activities.



- Build positive and professional relationships with students, families, educators, volunteers, and community members.
- Support outreach, recruitment, communications, and engagement efforts to strengthen program participation.
- Represent HFSV at school sites, community events, meetings, and other engagement opportunities.

Partnerships & Outreach

- Develop and maintain positive working relationships with schools, educators, administrators, community organizations, and program partners.
- Serve as a point of contact for assigned program sites and partners to support communication and successful program implementation.
- Support efforts to strengthen HFSV's relationships and presence throughout Santa Clara County and San Mateo County.
- Assist with outreach materials and communications that promote HFSV programs, resources, and impact.

Data, Evaluation & Administration

- Maintain accurate and timely program, participant, volunteer, and partner information using designated systems and tracking tools.
- Support the collection and organization of program participation, feedback, and outcome data.
- Assist with program evaluation, reporting, and documentation for internal and external stakeholders.
- Support administrative processes related to program operations, purchasing, scheduling, documentation, and other program needs.

Collaboration, Events & Continuous Improvement

- Contribute to the planning, coordination, and facilitation of HFSV K-12 Programs meetings and activities.
- Participate in team discussions and continuous improvement efforts to strengthen program quality and participant experience.
- Support HFSV convening and engagement events, such as the Hispanic Foundation Ball, Latinx Speaker Series, and other Foundation events, as assigned.
- Support the development of program communications and content, including social media, newsletters, blog posts, and other materials that highlight program activities, participant experiences, and impact.
- Perform other duties and responsibilities as assigned.

The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills. HFSV reserves the right to revise this job description as needed to reflect organizational and programmatic needs.

Qualifications:

- A Bachelor's degree from an accredited college or university.
- 1-3 years of relevant experience in program coordination, community-based programs, education, nonprofit, youth-development, philanthropy, or a related field.



- Experience coordinating programs, workshops, events, or community engagement activities.
- Experience working with students, families, schools, volunteers, or community partners preferred.
- Strong organizational, project coordination, communication, and interpersonal skills.
- Ability to manage multiple priorities, meet deadlines, and work effectively in a collaborative environment.
- Strong attention to detail and demonstrated initiative and sound judgment.
- Familiarity with Santa Clara County and/or San Mateo County school districts and community programs preferred.
- Proficiency with Microsoft Office, Google Workspace, and other digital tools used for program coordination and communication.
- Experience with databases, spreadsheets, or program tracking systems preferred.
- Familiarity with social media, digital communications, or content development preferred.
- Bilingual English/Spanish required.
- Commitment to supporting equitable educational opportunities and STEM pathways for students and families.

Compensation & Benefits

HFSV offers a competitive compensation and benefits package. The anticipated salary range for this position is **\$71,000–\$73,000 annually**, based on experience, qualifications, and internal equity. Benefits include those provided to eligible full-time HFSV employees and may include health and wellness benefits, paid time off, holidays, retirement benefits, and professional development opportunities.

Work Environment

- This is a hybrid position based in San Jose, California, with a combination of remote work and in-person work at the HFSV office, school sites, community locations, and partner organizations.
- Local travel throughout Santa Clara and San Mateo counties may be required.
- Some evening and occasional weekend programs, workshops, and events may be required, with flexibility in work hours as needed.
- Reliable transportation is required for local travel associated with program responsibilities.

How To Apply

Interested candidates should submit a cover letter and resume to mirella@hfsv.org.

Resumes submitted without a cover letter will not be considered. HFSV encourages individuals who are passionate about educational equity, STEM access, and supporting Latino students and families to apply.

Equal Opportunity Employer

The Hispanic Foundation of Silicon Valley is an equal opportunity employer. HFSV is committed to creating an inclusive workplace and considers qualified applicants without regard to legally protected characteristics.