

Synopsys Outreach Foundation – Project Manager (Temporary Position)

Synopsys Silicon Valley Science & Technology Outreach Foundation

San Francisco Bay Area/Virtual

March 8th, 2021 – August 2nd, 2021

About the Synopsys Outreach Foundation

The [Synopsys Silicon Valley Science & Technology Outreach Foundation](#) enables and celebrates teachers and students developing science projects at Greater Bay Area K-12 schools. Foundation programs include: annual donations of science project materials to thousands of schools, financial assistance for, and sponsorship of, project-based science events, teacher training classes and a variety of programs designed to enhance the student and teacher science project experience.

Job Description

While the Synopsys Outreach Foundation President is on maternity leave, this position will fill in to manage the Outreach Foundation including program, operations and communication duties. This is a full-time, temporary position. This person would work 40 hours per week. This position would report to the Chair of the Synopsys Outreach Foundation.

Job Responsibilities

Projects

- *Bay Area Fair Leaders Group*: Create resource library, ongoing communications channel, and onboarding documents. Host a virtual meeting of the fair leaders in summer 2021
- *Volunteer Database*: Work with Bay Area Fair Leaders to create a volunteer database – with social media presence on LinkedIn and/or Facebook
- *Science Project Package Program*: Create a database of current and future possible district and school participants in the Greater Bay Area
- *Elementary and Middle School Grants*: Manage grant application process, timeline, and criteria for elementary and middle school programs
- *SJSU Dean's Junior Research Program*: Help create communications materials & application process for the summer 2021 program. Collaborate with stakeholders at SJSU to complete MOU and open applications

Operations

- Weekly reconciliation of credit card bills
- Create and distribute checks via Quickbooks
- Collaborate with, and provide resources to, the STEM Programs Manager
- Manage payroll
- File quarterly user taxes
- Check PO Box and forward mail as needed
- Collect event reports from sponsored fairs

Communications

- Maintain hello@outreach-foundation.org email inbox
- Work with web developer on any needed updates to website.
- Create and distribute Summer 2021 Newsletter
- Communicate with SOF Board and Officers (as needed)

- Create communication and PR materials (as appropriate)
- Manage social media channels
- Create fundraising materials and optimize our presence on websites like Benevity

Desired Qualifications

- Minimum 5 years program and operations experience in nonprofit or business management.
- Independent, self-sufficient, organized and adaptable.
- Strong written and verbal communications
- Proven ability to prepare and write communication materials.
- Proficient with QuickBooks and MS Office (excel, word, PowerPoint)
- Experience in science education a plus.

Education

A Bachelor's degree is required. An advanced degree in a related field, such as education or management, and/or relevant professional experience is desirable.

Compensation

Compensation commensurate with qualifications and experience. No benefits would be offered for this temporary role except benefits that must be provided to temporary employees by law. The anticipated duration of employment would be March 8th, 2021 through August 2nd, 2021. However, this is not a guarantee of employment for a definite duration.

HOW TO APPLY

Please send your resume and a cover letter, indicating how your experience relates to the position to naszradi@synopsys.com and include "Synopsys Outreach Foundation – Project Manager (Temporary Position)" in the subject line. We will reach out to you if you are selected for the next step of the interview process.