



Zeno is seeking our next Program Manager

Zeno is seeking an Program Manager to lead and grow Zeno's programming to further our mission to **build young children's early math skills by equipping families with fun and engaging tools to create the math foundation needed for a future of limitless opportunity.** We focus on serving families of color in low-income communities through partnerships with community-based organizations and early learning programs.

At Zeno, we believe that racial equity is a key component to our culture and ongoing success. To drive a vision of racial equity within Zeno's team, our programs, and our partnerships the following principles serve as our guide:



- **We Put People First.** We draw on the wisdom, values, voice, and experiences of our communities to inform our collective effort. We acknowledge that our collective effort is bigger than just Zeno and we are allies in breaking down all systemic oppression.
- **We Practice Execution Over Perfection.** We try things, iterate, learn, and improve as we go and we do this with humility and accountability.
- **We Grow Together.** Personal and professional growth is a lifelong process and we create environments that foster growth for employees, partners, and community. We seek out new experiences, skills, and relationships that will expand opportunities for our employees and our community, even beyond the doors of Zeno.
- **We Honor Family and Community.** We honor the work that parenting adults are already doing. We build programs, services, and partnerships that intentionally account for race, place, culture, and language in the lives of families. Our communities, board members, employees, and our families can see themselves reflected in our work.
- **We Support Each Other in Meaningful Ways.** We develop the power and skills of others while placing the right emphasis on the things that matter - family, children, people. We create healing spaces for others and will bravely engage in dismantling unjust racist systems.

Program Manager Role:

- **Organizational Leadership:** Exercise a strong voice in building and shaping the direction and approach of the growing organization.
- **Team Leadership:** Guide the evolution of Zeno's programs. Support an action-oriented atmosphere that encourages process development and continuous improvement to better serve families and communities. Support and engage in Zeno's agile development methodology and foster an environment where team members feel free to try new ideas.

- **Relationships Management and Cultivation:** Build, cultivate, and maintain relationships with partners across multiple sectors, including school districts, community-based organizations, Department of Early Learning, OSPI, and other local, regional, and state organizations.
- **Financial Responsibility:** Support the creation of budgets and verifying program financials.
- **Measurement and Data Collection:** Supports measurement and evaluation of the program and adjusts content and activities as needed.
- **Inclusion:** Participates as a peer and equal within the team in racial equity training(s), team discussions, racial caucusing, and professional coaching. Continues to develop the ability to listen, grow, and challenge inequities based on race, economic status, gender identity, immigration status, and other systemic barriers that prevent one's ability to bring their full self to the work.
- **Content Development:** Working closely with the Executive Director, Program team, and other stakeholders to shape fun and engaging early learning activities that build an understanding of foundational math concepts.
- **Training and Coaching:** Responsible for creating, implementing, and improving Zeno's program offerings.

Skills and Qualifications:

- Personal passion for inspiring kids to succeed in math and closing the opportunity gap
- Familiarity with early childhood practices and principles
- Strong ability to lead, coach and mentor teams
- Excellent written and verbal communications skills
- Flexible, positive leadership style with a desire to incorporate feedback to learn and grow
- Proficiency in Microsoft Office products
- Minimum of 2 years early childhood education experience, paid or volunteer
- Driver's license and access to personal vehicle to travel and transport materials to events
- At least 5 years of non-profit educational programs development, including experience with building new programs (*preferred*)
- Proficiency in Salesforce (*preferred*)





Compensation and Benefits:

Full-time exempt position. Hybrid role based in the Seattle area. Work may include evening and weekend events. Salary range \$60,000 - \$75,000.

Benefits include:

- Flexible work schedule
- Unlimited paid time off
- Health, vision, and dental insurance
- Life and short-term disability insurance

To learn more about Zeno, visit www.zenomath.org.

To apply, please send your resume to careers@zenomath.org.