

**Providence After School Alliance**  
**Full-time Position Available**  
**Development and Communications Assistant**

The Providence After School Alliance (PASA) is seeking an entry-level full-time employee or advanced career part-time employee to assist the development and communications team with donor solicitations, special events, grant writing, and communications. This position will support the Executive Director's development and communications work building PASA's reputation as a national and local after school public-private model, as well as provide administrative support to the development and communications team.

The position will join a team that includes the Executive Director, Deputy Director, and Coordinator of Grants and Communications. The job will involve writing solicitations, thank you letters, grants, and reports, as well as public relations, marketing, and communications materials. Additionally, this job will entail assisting the Board Development team with donor development and planning special events for the organization. PASA is looking for someone with excellent writing skills as well as a highly organized person who is great at building relationships and engaging partners.

**About PASA**

PASA's mission is to expand and improve quality expanded learning opportunities for Providence youth by organizing a citywide public/private system that offers multiple pathways to learning. PASA's middle school initiative—the AfterZone—knits together a network of partners from the public and private sector including the city, school department, community providers and businesses. By maximizing cross-sector strengths and resources, PASA engages middle school youth in a variety of expanded learning opportunities that spark their curiosity, connect them to real world experiences, and allow them to explore their interests. PASA's after-school system for high school youth—the Hub—helps connect Providence youth to opportunities where they can obtain credit for learning beyond the classroom. As a national and regional model, PASA needs to effectively communicate with a broad audience what is working and why expanded learning matters for the healthy development of young people.

**Specific areas of responsibility include:**

**Grants and Donor Cultivation and Management**

- Assist in, donor communications, small grants and reports and thank you notes.
- Aid with management of regular communications with PASA's diverse mix of corporate, foundation and individual donors.
- Assist staff development team in conducting research on potential donors, foundations and corporate contributors.
- Help maintain donor files for the team, tracking reports, and regular correspondence with supporters.
- Work closely with PASA's Board Development Committee to implement ongoing and new individual donor development and event planning.
- Organize meetings on behalf of PASA's Executive Director with funders and key stakeholders.

**Special Projects and Events**

- Provide assistance and support for special events like PASA's City Institute, the AfterZone and Hub's events, and special investor events.
- Assist with the creation and implementation of the annual breakfast, house receptions and new special events.
- Coordinate with outside vendors like printers, caterers or special designers.
- Help with the creation of online and event materials such as flyers, invitations, and signage.
- Collect and track funder and supporter information in Donor Perfect data system.

**Communications**

- Write regular communications for PASA's e-blasts and marketing materials

- Manage PASA's social media and internet presence through regular postings and website updates
- Promote PASA's work through other communications means as available Completes other duties as assigned.

**Qualifications:**

- Excellent writing skills.
- Experience with technology systems, data bases and social media tools.
- Experience with web tools, Adobe In Design, Adobe Illustrator and Adobe Photoshop.
- Ability to manage an online donor contact system. Familiarity with DonorPerfect a plus, experience with development software platforms preferred.
- Passion and commitment to PASA's mission.
- College graduate interested in non-profit management and development field. BA required.
- Knowledge and familiarity with non-profits.
- Ability to work with a team.

**What Can You Expect as a PASA team member?**

- Starting non-profit salary for full time employee, as well as health insurance OR higher salary for part-time, advanced career applicants.
- A work environment with smart, highly motivated youth advocates.
- To learn about cutting edge non-profit development and communications.
- Warm professional work environment.

**To apply please send cover letter, resume, and two writing samples to:**

Eric Collins  
 HR Coordinator  
[hr@mypasa.org](mailto:hr@mypasa.org)

or  
 Providence After School Alliance  
 81 Carpenter Street  
 Providence, RI 02903

Applications will be accepted on a rolling basis until position is filled

**PASA is an Equal Opportunity Employer**

PASA prohibits discrimination in employment, educational programs, and activities on the basis of race, color, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status or HIV status. PASA also affirms its commitment to providing equal opportunities and equal access to PASA facilities.