



About PASA

The Providence After School Alliance's (PASA) mission is to expand and improve quality after-school, summer, and other expanded learning opportunities for the youth of Providence by organizing a sustainable, public/private system that contributes to student success and serves as a national model. PASA's middle school initiative, the AfterZone, and high school initiative, the Hub, knit 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 and high 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. For additional information on the PASA, go to www.mypasa.org.

PASA is seeking a full-time Hub Coordinator to oversee the successful daily implementation of the Hub, at 360 High School and Juanita Sanchez Educational Complex, which are two high schools within a single building. This position is funded through a 21st Century Community Learning Center grant through the Rhode Island Department of Education (RIDE). The Hub Site Coordinator is the primary point person for all school-based work, collaborating with school administration, teachers, RIDE, and most importantly youth.

Major Roles and Responsibilities

Program management & system operations

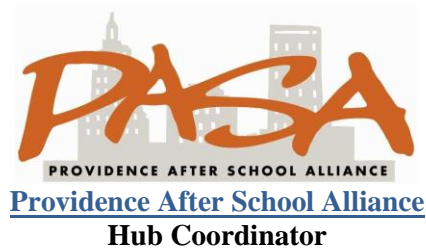
- Coordinate and supervise all administrative tasks related to the effective operation of the Hub including managing communications, organizing program schedules, attendance tracking, and other logistics
- In collaboration with PASA's leadership team, develop and oversee both short-term and long-term Hub programmatic goals, including youth engagement and connections to the AfterZone
- Cooperate with school faculty, including principals, to ensure smooth program logistics
- Serve as main liaison between PASA staff and school partners to connect day time learning to after school learning
- Be available and accessible for daily communication with parents, youth, school staff and faculty, Hub staff, and program providers
- Support the coordination of special projects and events, including a grant specifically aimed at developing academic and career pathways at both JSEC and 360

Youth development & retention

- Work closely with youth, community partners, and school administration in recruiting and retaining youth participants.
- Support youth in having an authentic voice in the implementation of Hub programs and the design of PASA's middle to high school transition work
- Maintain a high level of communication with parents and families and host/participate in family events

Data and program quality

- Oversee and supervise the collection and input of youth data used to measure youth participation and retention



- Review and monitor tracking tool and utilize daily data with program providers and PASA staff to manage enrollment, participation retention, and family outreach plans
- Work with PASA's staff to assess programming and site practice using a validated program assessment tool to ensure that youth participate in a quality learning experience
- Review, monitor, and distribute program data on a regular basis to program providers, school administration, and supervisors

Staffing & site management structure

- Supervise assistant site coordinator
- Supervise and manage the flow of program providers during daily programming time

Qualifications:

Required:

- a) BA or AA in Education or related work experience with at least 2 years supervising education and enrichment programs with high school-age youth
- b) Proven experience in youth development and community-based programs
- c) Ability to interact and positively engage with high school students.
- d) Ability to navigate in and out-of-school issues and interact with community partners and school-based practitioners.
- e) Experience working closely with school administration and faculty
- f) Ability to serve as higher-level administrative staff person to guide and support the Hub (proficiency in Microsoft applications, office management, ability to compile notes and e-mail notices, etc.), including ability to understand and manage budgets
- g) Experience working in community-based programs, with a clear understanding of urban issues and communities
- h) Strong writing and communication skills

Desired:

- a) Working knowledge of Providence Schools and Providence communities
- b) Fluency in Spanish (or other languages)
- c) Experience managing and/or leading front-line program staffA working understanding of human services, youth development, and current trends in after-school programs.
- d) Experience working with high school youth or in a school setting
- e) Experience working with databases, online resources, etc
- f) Master's degree or equivalent, along with 3+ years of related professional experience

Remuneration

- The salary range is the mid \$30Ks plus benefits, depending upon experience.
- **To apply for the position**, please submit a current resumé along with cover letter to:

Eric Collins
Providence After School Alliance
81 Carpenter Providence, RI 02903
hr@mypasa.org
(401) 228-3915 (fax)



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.