

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

The Providence After School Alliance (PASA) is seeking a part-time employee/consultant 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 Board and staff development and communications team.

The position will join a team that includes the Executive Director, Deputy Director, and Grants Consultant. The job will involve writing solicitations, thank you letters, grants, and reports, as well as marketing and communications materials. Additionally, this job will entail assisting the development team with 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. Someone with previous development or communications skills looking for a high paid half time position is preferred.

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 writing solicitations, donor communications, reports and thank you notes.
- Aid with management of regular communications with PASA's diverse mix of corporate, foundation and individual donors.
- Help maintain donor files for the team, tracking reports, and regular correspondence with supporters.
- Work closely with the development team and PASA Board Development Committee to implement ongoing and new development.
- Organize meetings on behalf of PASA's Executive Director with funders, key stakeholders, donors and Board development committee.

Special Projects and Events

- Provide assistance and support for annual donor development events such as an annual education breakfast, sports awards brew pub celebration, and house receptions.
- Assist with the creation and implementation of new special events.
- Coordinate with outside vendors like printers, caterers, or special designers and photographers.
- Help with the creation of online and event materials such as flyers, invitations, and signage.
- Collect and track funder and supporter information in DonorPerfect data system.

Communications

- Develop and implement an annual communications plan with ED and senior staff
- Management of web page updates and special announcements
- Management of social media, including Twitter, Instagram, and Facebook

- Writing and posting a quarterly enews letter for PASA's over 1,600 followers
- Write press releases and announcements for PASA's regular and special events
- Management of PASA's photographers and use of photos for PASA's communications venues

Admin support:

- Make travel, entertainment, and meeting arrangements for special Board development meetings and Board house receptions.
- General office support including processing invoices, annual solicitations, and mailings.
- Other duties as assigned.

Qualifications:

- Excellent writing skills.
- Experience in nonprofit development and communications
- 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 DonorPerfect.
- 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?

- A work environment with smart, highly motivated youth advocates.
- To learn about cutting edge non-profit development and communications.
- Warm professional work environment.

Salary: Mid 30s with half time schedule

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

Eric Collins
HR Coordinator
Providence After School Alliance

HR@mypasa.org

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.