

About PASA

You are a community minded individual looking to engage students in a non-traditional educational space. PASA is a group of passionate individuals who are committed to bringing high quality after-school, summer and other expanded learning opportunities to the youth of providence. We do this by creating opportunities that spark youth curiosity and connect them to real world experiences. Join us as we strive to support all youth in our community.

The Providence After School Alliance's (PASA) mission is to expand and improve quality expanded learning opportunities for Providence youth by organizing a citywide public/private system. Working in tandem with one another, PASA's AfterZone (for middle school) and Hub (for high school) initiatives offer Providence young people multiple pathways to learning beginning in middle school and continuing through high school. To learn more about PASA and our work please visit www.mypasa.org.

PASA is seeking a full-time Special Projects Coordinator to help coordinate PASA's high school programs. The Special Projects Coordinator will be involved in the development, operations, and expansion of PASA's systems building work.

Major Roles and Responsibilities:

Program Coordination & Relationship Building

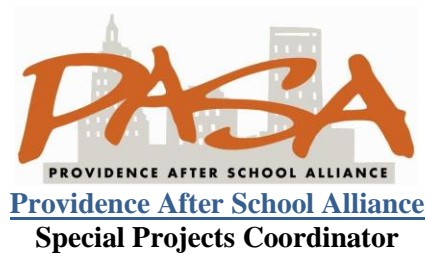
- Coordinate the implementation of PASA's high school credit bearing advanced coursework, offered in partnership with the Rhode Island Department of Education (RIDE), community organizations and participating Providence high schools.
- Assist PASA's youth and program assessment work by managing stakeholder communications and logistics
- Develop and facilitate partner orientations, teacher trainings,
- Provide ongoing technical assistance and manage partner engagement in their work with PASA
- Serve as a liaison with RIDE, community partners, vendors, students, families and school/district staff
- Work closely with RIDE, Providence Public School District, community partners, and school administrators to recruit and retain youth participants

Data and Program Quality

- Utilize data to support partners, inform decisions, and ensure long-term youth and program outcomes
- Oversee aspects of PASA's continuous quality improvement process including system, program, and youth level outcomes
- Assist PASA and its partners in refining a digital badge system linked to youth assessments

Skills Required:

- Ability to work with a wide-range of community and school partners in developing effective, collaborative partnerships and learning experiences
- Ability to synthesize large amounts of information and communicate it effectively to different audiences
- Ability to navigate in and out-of-school issues and interact with community partners and school-based practitioners
- Ability to think strategically about out-of-school time initiatives as related to the State's vision for education



- Strong computer skills, with a working knowledge of Microsoft applications
- Strong writing and communication skills
- Confidence in managing multi-level partnerships and projects
- Bachelor's degree or equivalent community-based experience, along with 1 year of related professional work

Desired Skills:

- Intermediate Spanish language skills
- Experience and passion for working with high school age youth
- Creativity, patience, a good work ethic, and a sense of humor
- Understanding evaluation methodologies and interpreting statistical data
- Working knowledge of youth development practices and experiential and inquiry-based learning
- A balance of working on "start-up" projects and operating established programs
- Event and program planning experience

PASA will review applications on a rolling basis and will accept applications until the position is filled.

To apply, send your resume, cover letter to:
Eric Collins, HR Coordinator
HR@mypasa.org

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.