



Providence After School Alliance

Professional Development & Training Coordinator

About PASA

The Providence After School Alliance's (PASA) mission is to help close persistent opportunity gaps by expanding and improving quality after school, summer and other OST learning opportunities for all the youth of Providence by organizing a sustainable public-private partnership 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.

Major Roles and Responsibilities

PASA is seeking a full-time Professional Development & Training Coordinator to develop and facilitate professional development workshops for PASA stakeholders, including but not limited to, PASA staff, AmeriCorps members, community partners, and youth employers. This position is part of PASA's quality department and works in close collaboration with the middle and high school initiative directors as well as the manager of AmeriCorps members.

Training & Technical Assistance

- Develop and implement PASA's annual training calendar
- Keep track of program quality and youth outcome data and develop trainings in response to identified needs
- Effectively promote professional development opportunities to ensure strong participation
- Track all training registration and participation and use data to identify trends and needed changes
- Provide targeted technical assistance outside of group workshops as needed
- Collaborate with PASA's leadership to ensure all staff, AmeriCorps members, and partners participate in training and receive sequenced content to support their growth
- Collaborate with Providence's Office of Economic Opportunity to provide training and technical assistance for youth employers to ensure best practices for effective management of programs
- Serve as a resource to partner organizations and their staff regarding self-identified professional development needs

Program Quality

- Work with PASA's staff to assess programming and site practice using a validated program assessment tool to ensure that youth participate in quality learning experiences



Providence After School Alliance

Professional Development & Training Coordinator

- Collaborate with community partners as they create and implement action plans to address quality issues.
- Continually update professional knowledge of best practices, commonly used outcome measurements and benchmarks through literature, websites and national/state organizations, applying such knowledge to the organization's Quality Improvement process.

Qualifications:

Required:

- a) BA in education, youth development, or related work experience
- b) Strong oral and written communication skills
- c) Dynamic personality
- d) Experience facilitating adult learning
- e) Working knowledge of the youth development field
- f) Comfort leading large and small group learning experiences
- g) Ability to develop appropriate professional development in response to data
- h) Baseline understanding of middle and secondary formal education standards and assessment as well as current education trends
- i) Ability to connect or align formal education topics to the out-of-school time field

Desired:

- a) Working knowledge of Providence Schools and Providence communities
- b) Fluency in Spanish (or other languages)
- c) Experience with the Weikart Center for Youth Program Quality youth work methods
- d) Experience working in a formal education setting
- e) Working knowledge of AmeriCorps programs

Remuneration

- The salary range is the mid \$30Ks plus benefits, depending upon experience.

To apply for the position, please submit a current resume 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



Providence After School Alliance

Professional Development & Training Coordinator

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.