



**Providence After School Alliance**  
**Special Projects 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. PASA does this by operating a system of public-private partnerships that contributes to student success and serves as a national model. PASA's partnership model engages middle and high school youth in a variety of 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](http://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 trainings for groups such as community partners and teachers
- Provide ongoing technical assistance and engage partners in their work with PASA
- Work closely with RIDE, Providence Public School District, community partners, and school administrators to recruit and retain youth participants as well as complete required paperwork and data submissions

**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**

- Friendly person who is able 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 simultaneously juggle multiple schedules, timelines and deadlines and work in a high speed environment
- Strong writing and communication skills, including public speaking
- Detail-oriented and strong organizational management skills



**Providence After School Alliance**  
**Special Projects Coordinator**

- Unflappable problem solving skills and willingness to ask questions and support others in finding solutions
- Ability to navigate in and out-of-school issues and interact with community partners and school-based practitioners
- Strong computer skills, with a working knowledge of Microsoft applications
- Ability to think strategically about out-of-school time initiatives as related to the State's vision for education
- Confidence in supporting multi-level partnerships and projects
- Working knowledge of youth development practices and experiential and inquiry-based learning
- 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
- A balance of working on "start-up" projects and operating established programs
- Event and program planning experience

**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**

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.