



**Providence After School Alliance
People Operations Manager**

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.

Major Roles and Responsibilities

PASA is seeking a full-time People Operations Manager to manage PASA's AmeriCorps program as well as support related work with building staff capacity and operations. The People Operations Manager will be involved in the development, operations, and expansion of PASA's systems building work. They will collaborate with PASA's middle and high school teams and scaffold the organization's interface with community partners and youth. Specific roles include:

- Managing PASA's AmeriCorps program which combines functions of recruitment, onboarding, member development, grant oversight, program management, and reporting
- Collaborating with PASA's middle school, high school, and quality teams to deliver trainings and ongoing development for AmeriCorps members and part-time frontline staff
- Serving as the lead contact for ServeRI, ensuring compliance, attending network meetings, and writing reports
- Participating in AmeriCorps member coaching as well as program observations and feedback
- Supporting PASA's management team with personnel recruitment, processing, and onboarding
- Collaborating with colleagues on personnel documentation, scheduling, reporting, and shared logistical functions essential to smooth operations for site staff and partners
- Supporting youth recruitment, celebrations, and community outreach events which involve AmeriCorps members and staff
- Assisting site staff when they are short staffed and need back up

Required Qualifications

- Bachelor's degree or equivalent community-based experience, along with 2 years of related professional work
- Ability to collaborate with staff to co-manage AmeriCorps members



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- Ability to work with a wide-range of staff experience, community and school partners in developing effective, collaborative partnerships
- Ability to synthesize large amounts of information and communicate it effectively to different audiences
- Working knowledge of youth development practices and experiential and inquiry-based learning
- Strong writing and communication skills, including public speaking
- Detail-oriented and strong organizational management skills
- Strong computer skills, with a working knowledge of Microsoft applications
- Ability to simultaneously juggle multiple schedules, timelines and deadlines and work in a high speed environment
- Unflappable problem solving skills and willingness to ask questions and support staff in finding solutions
- Friendly person open to working with a wide range of diverse customers

Desired Qualifications

- Professional experience managing staff and a history of productive and dynamic team work
- Project management experience
- Experience using data to inform decisions and actions for continuous quality improvement
- Experience training and/or facilitating large and small groups
- Fluency in Spanish

Remuneration

The salary range is the low \$40Ks 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

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.