



## **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 out-of-school time (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).

## **Job Description**

The Deputy Director is a unique opportunity to impact the lives of thousands of youth in Providence and beyond. Reporting to PASA's Executive Director, the Deputy Director works with all departments of the organization, dozens of community partners, city and state level education systems, municipal departments, and OST intermediaries around the country. The Deputy Director serves as a crucial role in PASA's advancement of its mission.

## **Responsibilities**

- Lead programmatic departments, ensuring all projects and new endeavors are aligned to the organization's mission and build capacity
- Innovate and expand out-of-school time models to ensure high-quality, relevant, and fun experiences for youth
- Collaborate with Executive Director and CFO to ensure strategic use of financial and material resources
- Serve as a front-facing advocate for PASA and the out-of-school time community with state, municipal, educational, and community partners
- Collaborate with development team to enact a multi-faceted approach to fundraising as well as contribute to grant proposals and reports
- Supervise program directors and provide ongoing support to program and business operations
- Partner with municipal and state youth workforce boards to bridge the divide between youth employment and out of school time opportunities
- Actively participate in forums with national partners to ensure PASA stays up-to-date in current research and remains a leader in the out-of-school time field
- Advise cities around the country with the planning and development of their out-of-school time systems

## **Qualifications**

- A minimum of three years' experience managing staff
- A minimum of five years' experience working in a community-based organization or urban education setting
- Strong writing, planning, financial, and organization skills

- Bachelor's degree required; advanced degree a plus
- Fluency in Spanish preferred, other languages are welcomed
- Experience with Providence-area and school district preferred

### **Attributes**

PASA embodies an ethos of continuous quality improvement and is committed to offering an equitable, inclusive, and just working environment for staff and partners and program experience for youth and families. We seek staff with the following attributes:

- Strong commitment to PASA's mission to expand high-quality, engaging after-school opportunities to Providence youth
- Unwavering commitment to equity
- Dedication to youth voice, choice and agency with the recognition that youth must serve as leaders in PASA's growth and development
- Relationship-builder who considers others' perspectives and finds common ground
- Ability to thrive in a fast-paced non-profit environment that values teamwork, perseverance, critical thinking, communication, and lifelong learning

### **Remuneration**

The salary range is the upper \$70Ks to low \$80Ks plus benefits, depending upon experience.

### **To Apply:**

To apply for the position, please submit a current resume along with a cover letter and references to:

Eric Collins  
Providence After School Alliance  
81 Carpenter Street  
Providence, RI 02903  
[hr@mypasa.org](mailto:hr@mypasa.org)

PASA is an equal opportunity employer and fully committed to a culturally diverse staff to better serve our youth and community. People of color, women, LGBTQ candidates, and people of diverse backgrounds are strongly encouraged to apply. PASA also affirms its commitment to providing equal opportunities and equal access to PASA facilities.