



**Providence After School Alliance**  
**Expanded Learning 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 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**

PASA is seeking a full-time Expanded Learning Coordinator to help coordinate programs for high school students offered through the statewide All Course Network. The Expanded Learning Coordinator will be involved in the development, operations, and expansion of PASA's credit-bearing out-of-school time opportunities as well as overall participation in PASA's high school focused work.

**Responsibilities**

Coordinate PASA's credit-bearing after school programs for high school students, offered in partnership with community organizations through RI Department of Education's statewide All Course Network.

- Work with RIDE, community partners, and school staff to recruit, register, and retain youth participants as well as complete required paperwork and data submissions
- Develop and facilitate trainings as well as provide technical assistance for partners
- Utilize data to support partners, inform decisions, and ensure long-term youth and program outcomes
- Assist PASA and its partners in implementing a digital badge system linked to youth assessments

**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:

- Friendly person who displays confidence in their work supporting multi-level partnerships and projects
- Investment in equitable practices for recruitment, retention and support of students in under-resourced school districts
- Creativity, patience, a good work ethic
- Problem solver with a willingness to ask questions and support others in finding solutions
- Ability to simultaneously juggle multiple schedules, timelines and deadlines and work in a high speed environment



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**Qualifications**

- Bachelor's degree or equivalent community-based experience, along with 1 year of related professional work
- Strong writing and communication skills, including public speaking
- Detail-oriented and strong organizational management skills
- Working knowledge of youth development practices and experiential and inquiry-based learning
- Strong computer skills, with a working knowledge of Microsoft applications
- Fluency in Spanish preferred, other languages are welcomed
- Experience and passion for working with high school age youth

**Remuneration**

The salary range is the high \$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 Street  
Providence, RI 02903  
[hr@mypasa.org](mailto: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.