



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 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.

Job Description

PASA is seeking a full-time Hub Coordinator to oversee the successful daily implementation of the Hub at Hope High School. This program is funded through a 21st Century Community Learning Center grant through the Rhode Island Department of Education (RIDE). The Hub Coordinator is the primary point person for all school-based work, collaborating with school administration, teachers, RIDE, and most importantly youth.

Responsibilities

Program coordination & system operations

- Serve as main liaison between PASA staff and school partners to connect day time learning to after school learning and ensure smooth out of school time (OST) program operations
- Coordinate and supervise all administrative tasks related to the effective operation of the programming including communications, scheduling, and other logistics
- In collaboration with PASA's leadership team, develop and oversee both short-term and long-term high school programmatic goals, including youth engagement and connections to other PASA initiatives
- Supervise assistant site coordinator and Bonner Fellows
- Supervise and manage the flow of program providers during daily programming time

Youth development & retention

- Support youth in having an authentic voice in the implementation of programs
- Work closely with youth, community partners, and school administration in recruiting and retaining youth participants to Hub
- Maintain a high level of communication with youth, families, and program providers

Data and program quality

- Oversee the timely collection, input, monitoring and review of youth data to manage youth enrollment, participation, retention, and family outreach
- Work with PASA's staff to support program providers in facilitating high quality programs



**Providence After School Alliance
Hub Coordinator**

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:

- Dedication to youth voice, choice and agency in all aspects of the work
- Investment in equitable practices for recruitment, retention and support of youth in under-resourced school districts
- Problem solver with a 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
- Ability to thrive in a fast-paced non-profit environment that values teamwork, perseverance, critical thinking, communication, and lifelong learning

Qualifications

- BA or AA with related work experience
- Experience with and passion for working with high school-age youth within urban communities
- Strong computer skills, with a working knowledge of Microsoft applications
- Strong writing and communication skills
- Fluency in Spanish preferred, other languages are welcomed
- Working knowledge of Providence Schools and Providence communities preferred
- Experience managing and/or leading front-line program staff

Remuneration

- The salary range is the upper \$30Ks plus benefits, depending upon experience.
- **To apply for the position**, please submit a current resume along with cover letter to (incomplete submissions will not be considered):

Eric Collins
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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.