



## **Director of High School Initiatives**

### **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 Director of High School Initiatives. The Director will be responsible for managing PASA's core high school initiative, the Hub, which operates after school programs as part of 21<sup>st</sup> Century Community Learning Centers at three high schools. The Hub also coordinates a network of credit-bearing All Course Network OST courses which are grounded in hands-on, work-based experiences. Reporting to PASA's Deputy Director, the Director of High School Initiatives will lead the ongoing process of program innovation by working closely with school and community partners, collaborating with public and private funding entities, supervising and supporting the high school department, and serving as a member of PASA's senior team alongside the middle school, quality, and finance directors.

### **Responsibilities**

- Manage the Hub staff to successfully meet their goals through coaching, day-to-day supervision, training, and ongoing development
- Support and grow relationships with program providers, industry partners, schools, youth, and families
- Spearhead the ongoing refinement of and evolution of the Hub program model, actively engaging stakeholders such as youth, Providence Schools, the City of Providence, the Rhode Island Department of Education, and others
- Support linkages to school day experiences and Providence Schools' overarching goals for youth
- Expand youth employment and internship opportunities through partnerships with the city, state, and career pathway organizations
- Work with PASA senior staff to ensure systematic and programmatic connections between the Hub and PASA's middle school initiative, the AfterZone
- Prioritize the ongoing evaluation of youth, program, and system-level outcomes with PASA's senior team to monitor project goals and outcomes for performance management
- Support the ongoing sharing of best practices with high school partners and connect partners to relevant trainings and professional development opportunities
- Manage the Hub's budgets, including tracking day-to-day expenditures, the creation of expense reports, and expense forecasting in collaboration with PASA's finance director
- Represent PASA at local and national meetings and conferences focused on high school activities

### **Attributes**



## Director of High School Initiatives

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

### Qualifications

- A minimum of 3 years' experience managing staff
- A minimum of 5 years' experience working at the high school level with a community-based organization or urban education setting
- Experience facilitating planning and program design and implementation work with school administration and faculty, as well as community and state policy leaders
- Professional experience managing staff with a history of productive and dynamic team work
- Strong writing, planning, financial, and organization skills
- Experience managing budgets
- Bachelors and/or advanced degree preferred
- Fluency in Spanish preferred, other languages are welcomed
- Experience with Providence-area and school district a plus

### Remuneration

The salary range is the mid \$50Ks, plus benefits, depending upon experience. To apply for the position, please submit a **cover letter and resume** to:

Alexander Bezek  
Providence After School Alliance  
81 Carpenter Providence, RI 02903  
hr@mypasa.org

### **PASA is an Equal Opportunity Employer**

PASA is an equal opportunity employer and is 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 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.