



Hub 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 by organizing a sustainable public-private partnership 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 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 360 High School and Juanita Sanchez Educational Complex, which are two high schools within a single building. PASA developed the Hub as a citywide system of high quality after-school and credit-bearing career pathway learning programs in partnership with PPSD, the Rhode Island Department of Education (RIDE) and the staff and faculty at each high school. Through the Hub, we offer an average of 500 Providence high school students access to after-school programming provided by a variety of Providence organizations, teachers, and community-based educators. All clubs and courses are free, offered year round, and cover a variety of interests and topics such as basketball, culinary arts, morning fitness, youth leadership, work-readiness, and more.

The Hub at JSEC/360 High School 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

- 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
- Serve as main liaison between PASA staff and school partners to connect day time learning to after school learning and ensure smooth OST program operations
- Work closely with youth, community partners, and school administration to recruit and retain youth participants in the Hub
- Coordinate and supervise all administrative tasks related to the effective operation of programs including communications between program providers and school admin, scheduling, and other logistics
- Partner with colleagues to support program providers in facilitating high quality programs
- Maintain a high level of communication with youth, families, and program providers
- Oversee the timely collection, input, monitoring, and review of data to manage youth enrollment, participation, retention, and family outreach
- Supervise assistant site coordinator as well as college and community volunteers



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
- 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 in Education or related work experience
- Experience with and passion for working with high school-age youth within urban communities
- Ability to work with a wide-range of community partners as well as school administration and faculty in developing effective, collaborative partnerships
- 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 preferred

The salary range is the low 40Ks depending upon experience plus benefits (medical, dental, 403 (b), FSA, holidays, vacation and sick days).

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

Renee Lafond
Providence After School Alliance
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.