



Director of Middle 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 PASA, go to www.mypasa.org.

Job Description

PASA is seeking a full-time Director of Middle School Initiatives. The Director will be responsible for managing PASA's core middle school initiative, the AfterZone, which runs after school and summer programs in Providence as part of the 21st Century Community Learning Center model. Reporting to PASA's Deputy Director, the Director of Middle 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 middle school department, and serving as a member of PASA's senior team alongside the high school, quality, and finance directors.

Responsibilities

- Manage the AfterZone staff; including day-to-day supervision, coaching and ongoing professional development
- Support and grow relationships with program providers, industry partners, schools, youth, and families
- Spearhead the ongoing refinement and evolution of the AfterZone program model
- Support linkages to school day experiences and Providence Schools' overarching goals for youth
- Work with PASA senior staff to ensure systematic and programmatic connections between the AfterZone and PASA's high school initiative, the Hub
- Prioritize the ongoing evaluation of youth, program, and system-level outcomes to monitor project goals and outcomes for performance management
- Support the sharing of best practices with middle school partners and connect partners to relevant trainings and professional development opportunities
- Manage the AfterZone'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 national meetings and conferences focused on middle school activities
- Actively engage stakeholders in advisory work groups that help inform and shape the growth of the middle school initiative
- Foster relationships with the City of Providence and Providence Schools to inform a partnership strategy for ongoing program development

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:



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- 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
- Self-starter who effectively takes on and executes new projects as well as ongoing work with minimal supervision
- 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 in a community-based organization or urban education setting
- Experience facilitating, planning, designing, and implementing program work with school administration and faculty, as well as community and state policy leaders
- Strong organization, writing and communication skills
- Experience managing budgets
- Experience working with middle school youth or in a school setting
- Bachelors and/or advanced degree preferred
- Fluency in Spanish a plus, other languages are welcomed
- Experience with Providence-area and school district a plus

This is an in-person role with the flexibility for work remotely depending upon programmatic needs. This role requires the ability to lift up to 30 pounds and climb stairs.

Remuneration

The salary range is \$55,000-\$65,000 depending upon experience, plus benefits.

To Apply:

To apply for the position, please submit both a cover letter and current resume to Renee Lafond at hr@mypasa.org.

PASA is an Equal Opportunity Employer

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 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.