

JOB ADVERTISEMENT

Project Associate

January 2022

The Afterschool Alliance seeks a Project Associate to help implement research and field development strategies aimed at communicating the impact of programs and expanding quality afterschool, before school and summer programs nationwide, with a focus on advancing equitable opportunities for young people. We've worked to ensure 7.8 million children have fun, engaging programs after school, but there are 25 million more children whose parents want them in these programs but for whom programs are not available.

The Project Associate will serve on the research team and field outreach teams, working closely with the Vice President of Research and the Vice President of Field Outreach, helping update the afterschool field on new afterschool-specific research and evaluations, highlight best practices and promising afterschool programs, and assist in the tracking of federal and state-level afterschool policies. Additionally, the Project Associate will contribute to our national field development efforts, helping educate programs and advocates about ways to strengthen their efforts, and put lessons learned from research into practice. Responsibilities of the position include:

- Read, analyze, and translate dense research and evaluation findings, as well as public opinion research, into easily accessible materials for a non-expert audience;
- Write a wide range of materials, including fact sheets, blog posts, website copy, social media posts, and more;
- Support major field outreach and research efforts, which can include conducting literature reviews and landscape scans, assisting in the development and production of publications, and leading interviews with various stakeholders;
- Collect, analyze, and monitor data and information regarding local, state and federal policies affecting afterschool programs;
- Assist with content for the research section of our website;
- Support the planning and coordination of our annual advocacy day, the Afterschool for All Challenge;
- Attend events, briefings and meetings in order to inform Afterschool Alliance research initiative;
- Maintain an external evaluations database, as well as an internal afterschool program database;
- Represent the Afterschool Alliance in presentations at education-related conferences, and;
- Other duties as assigned including, but not limited to support on Afterschool Alliance webinars and other field outreach activities

Hours per week: 40 hrs

Employment type: full time, regular

Qualifications: The Afterschool Alliance offers a well-balanced work environment with a supportive and growing team and opportunities for advancement.

Candidates must have:

- Bachelor's degree required

- At least 1-2 years of work experience in an area relevant to our work
- Strong passion and commitment to the out-of-school learning space and youth development
- Excellent writing and research abilities
- Three professional reference

Compensation: Salary commensurate with experience. We offer excellent benefits, including health insurance, life and short and long-term disability insurance, a 403(b) retirement program, flexible spending accounts and generous vacation, sick leave, and holiday schedules.

To Apply: Please send cover letter, resume, writing sample, and references to HR@afterschoolalliance.org. Please put "Project Associate" in the email subject line.

Equal Opportunity Employer Statement

The Afterschool Alliance is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, ethnicity, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.