JOB ADVERTISEMENT

Project Associate
January 2021

The Afterschool Alliance seeks a Project Associate to help implement outreach activities and strategies that support our mission to provide kids equal access to quality afterschool and summer programs that help them learn and grow, and provide working families with peace of mind. 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 learn, through experience, what is involved in afterschool field development across the nation, particularly focusing on providing support for our national AmeriCorps VISTA project and our national field building initiatives. The Project Associate will work closely with the field outreach team and VISTA members. This includes:

- Serve as a liaison between the AmeriCorps VISTA members placed in the field and the Afterschool Alliance;
- Provide infrastructure for the VISTA learning community, including mentoring VISTA members placed at a distance;
- Coordinate recruitment of VISTA members, including posting position descriptions and screening applications.
- Gather data and information and draft reports for the Corporation for National and Community Service and other organizations supporting the Afterschool Alliance AmeriCorps VISTA program;
- Coordinate the annual New York Life Aim High Grants competition, including managing the application and application review processes;
- Establish and maintain a program toolkit feature on the Afterschool Alliance website, including curating resources to help individuals create and expand afterschool programs in their communities;
- Represent the Afterschool Alliance at national and state conferences dedicated to afterschool and summer learning programs; and
- Other duties as assigned.

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:
- A bachelor’s degree
- Strong writing skills
- Excellent interpersonal skills
- Proficiency with MS Office Suite
- Ability to manage multiple projects under tight deadlines.
• Knowledge of AmeriCorps VISTA and other national service programs desired.

Candidate should exhibit demonstrated interest in education or youth development. Candidates must be detail-orientated and work well in a team setting. Some flexibility of hours and willingness to travel is required.

**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.

**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.*