Project Associate

Summary
The Afterschool Alliance is a nonprofit organization working to ensure that all children have access to quality, affordable afterschool programs. Afterschool programs keep kids safe, inspire them to learn and help working families.

The Project Associate position provides an opportunity to gain experience in the nonprofit field as part of a fast-paced, well-functioning team driven by a mission to help young people and families thrive with the support of high quality afterschool programs. Under supervision of the Project Manager, the Project Associate will contribute to the Afterschool Alliance’s youth voice endeavors with a focus on our Youth Ambassador program and our work with STEM Next Million Girls Moonshot Flight Crew project. These efforts support the field outreach team’s strategy and goal to communicate the impact of programs and expand quality afterschool, before school and summer programs nationwide, with a focus on advancing equitable opportunities for young people and elevating their voices. In this role a qualified individual will be supporting the administrative and programmatic elements of our youth voice initiatives including but not limited to directing student outreach, conducting monthly calls and communication with young people in our program, contributing to program design, and providing other assistance as required.

Responsibilities and Tasks

- Assist with recruitment and selection of young people for participation in the Million Girls Moonshot Flight Crew and Afterschool Alliance Youth Ambassador programs
- Assist in development of curriculum for the Afterschool Alliance Youth Ambassador and Million Girls Moonshot Flight Crew programs
- Participate in monthly calls with young people across the country and conduct advocacy and communications trainings
- Help maintain and coordinate contact with current program participants and previous program participants
- Work with the Project Manager to explore interesting and rewarding opportunities for the program participants
- Coordinate travel for students attending in-person events with chaperones including the Afterschool for All Challenge and the Girls Build Solutions annual events
- Perform other support duties as requested

Knowledge, Skills and Abilities

- Experience with afterschool, demonstrated support for mission preferred
- Strong writing skills
- Highly organized and responsible
- Strong verbal communications skills including the ability to present to a variety of audiences
- Experience working with students ages 13-18
- Demonstrated ability to work well independently and as part of a team
- Ability to multitask, identify priorities, and meet deadlines
- Feel comfortable producing a variety of written content, ranging from blog posts to formal
reports

- Knowledge of positive youth development practices preferred but not required
- Experience with diversity and inclusion work preferred but not required

Core Functions

- Provide general support to Afterschool Alliance field outreach team
- Support Youth Ambassador program

Classification

Exempt, Full time Employee

Hours

40 hrs per week. Flexibility of hours per Employee Handbook Policy, working on some weekends and evenings might be required to coordinate with the schedules of youth.

Travel

2-5 trips per year

Minimum Qualifications

- Bachelor’s degree or 1-2 years of relevant work experience required
- Strong passion and commitment to the out-of-school learning space and youth development
- Three professional references

Compensation and terms

Commensurate with experience. This position is supported with health insurance partly funded by employer, and applicable self-funded employee benefits. Organization provides paid holidays as listed in the employee handbook.

How to Apply

To apply send your resume and a cover letter describing your interest and qualifications for this position to HR@afterschoolalliance.org

The Afterschool Alliance reserves the right to update position description and responsibilities as needed.

The Afterschool Alliance is an Equal Opportunity Employer.

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.