

Job title: Technical Assistance Manager

About the Job: The Partnership for Children and Youth (PCY) is seeking a highly-motivated Technical Assistance (TA) Manager to provide technical assistance to after school and summer programs. In addition to direct TA, this position will also be responsible for documenting and packaging resources and tools to support program planning, program quality, and TA (TA at PCY includes training, coaching, consulting, brokering resources, and facilitating meetings.)

Approximately half of the TA Manager's time will be focused on the Summer Matters campaign, a statewide effort to expand and improve summer programming across California. The Summer Matters campaign builds awareness and support for summer programming through the expanded learning and k-12 fields, and provides training and resources to support program quality. The TA Manager will provide workshops and presentations about summer learning to diverse audiences, including summer program and k-12 staff. He/she will also gather and package tools and resources to support summer program quality. For more information about the Summer Matters Campaign, please visit summermatters2you.net.

The other portion of the TA Manager's time will be focused on TA for after school and summer programs that are intentionally working to improve program quality. This work will vary depending on the project but will include facilitating planning processes, training staff, consulting with and coaching management staff, and making presentations to diverse audiences about program quality.

The TA Manager will be supervised by the Senior Director of Expanded Learning Initiatives.

About the Organization: The Partnership for Children and Youth is a non-profit intermediary organization based in downtown Oakland. Our mission is to ensure that school-age children and youth living in low-income communities have the support and the opportunities they need and deserve to be successful in school and in life. We help schools secure the resources necessary to provide after school and summer programs, health care, and nutritious meals – the things we know children need to succeed and thrive. For more information, please go to our website www.partnerforchildren.org.

Primary Responsibilities: The TA Manager will perform a variety of tasks, including:

- Technical Assistance:
 - o Planning and facilitating workshops and meetings to support program quality for management and line staff in the Bay Area and across the state.
 - o Making presentations about program quality and summer learning to expanded learning and k-12 stakeholders across the state.
- Resource Documentation and Dissemination:
 - o Gathering information about, and documenting, best practices in summer learning.
 - o Writing periodic updates about the Summer Matters campaign for stakeholders.
 - o Collecting and packaging resources, tools and information from existing archives and through outreach to partner organizations.
 - o Updating and maintaining the Summermatters2you.net website and Huddle sites for stakeholders across the state.

Desired Qualifications:

- At least 3 years' experience working in and/or managing an after school, summer or k-12 program.
- At least 2 years' experience in training and coaching adults.
- At least 2 years' experience planning and facilitating meetings.
- Strong written and verbal communication skills.
- Experience working with diverse groups of people.
- Strong organizational skills.
- Strong computer skills a plus.

Compensation: Competitive. Benefits include health, 401k, and Flexible Spending Account.

To apply: Please send cover letter and resume to: jobs@partnerforchildren.org. Please put **TA Manager** in the subject line.

E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Please do not call. Position is open until filled.

Partnership for Children and Youth is an equal opportunity employer and is committed to staff diversity.