

Company/Organization:

Partnership for Children and Youth

Location:

Oakland

Full/Part Time:

Full Time

Closing Date:

January 20, 2017

Position Title:

Technical Assistance Manager

Job Summary:

The Partnership for Children and Youth (PCY) is an innovative, well respected, high impact, growing organization committed to closing the achievement and opportunity gaps for students from under-resourced communities, so that all young people can thrive in school and beyond. We have a longstanding reputation as excellent partners and collaborators with a diverse set of allies and stakeholders. Learn about our work at www.partnerforchildren.org.

PCY seeks to fill the Technical Assistance (TA) Manager position within our Program Department. A successful candidate is a strong relationship builder, holds a deep understanding of positive youth development theory and practice, and is eager to learn. Ideal candidates would have experience providing direct service to children and youth, and leadership experience managing staff and outside partners. This position requires a driven individual who can customize and deliver high-quality training and support to individuals and organizations. S/he should embody the PCY Collaboration Core Value of intentionally bringing together staff, projects, and partners to maximize our impact, working hard and celebrating wins along the way.

Position Summary

The Technical Assistance (TA) Manager is responsible for advancing PCY's technical assistance services across the Expanded Learning Opportunity (ELO) and Community School Initiatives. Ongoing TA projects are focused on improving the quality and access of after-school and summer programs and other supports for children and youth. This work includes a diverse set of grant-funded and fee-for-service TA projects across the state of California with an emphasis on all nine counties of the Bay Area. This position will manage TA contracts and projects under the umbrella of the ELO Initiative called Bay Area Continuous Learning (BACL).

The primary responsibilities of this position are to design and deliver stellar TA to regions, cities, school districts, and other communities or providers. The Manager is also responsible for assisting in business development for PCY's robust suite of technical assistance services, and developing publications and other resources to address emerging needs and trends in adult learning and the field of youth development. This position will report to the Director of Technical Assistance who oversees PCY's TA services. The TA Manager will also work closely with the Project and Event Coordinators.

Essential Duties and Responsibilities

Under the direction of the Director of Technical Assistance, the TA Manager will:

Technical Assistance and Resource Development

- Keep up to date on TA trends, online technology, adult learning principles, and integrate learning into all of PCY's TA delivery services.
- Successfully execute a diverse range of projects including conducting client consultations, engaging in research, developing reports and products, and producing trainings.
- Provide technical assistance for grant-funded or fee-for-service contractual clients including evaluation of

program quality, quality improvement planning, and implementation of plans or strategies within a designed timeframe.

- Conduct capacity assessments, as needed, to identify strengths as well as development opportunities within organizations and communities.
- Develop and maintain relationships with constituents to identify needs, resources, and developments in the youth services and education fields.
- Create new technical assistance projects or resources based on emerging needs in the field.
- Customize events (convenings, briefings, trainings, etc.) that effectively share knowledge, unearth innovation, and foster collaboration among youth development practitioners.
- Visit organizations and attend meetings or conferences throughout the Bay Area and United States to identify and engage partners; prospect for potential projects based on the need of a region, city, district, and/or community (e.g. client).
- Manage multiple concurrent projects; develop work plans and schedules; track and report progress.
- Maintain a pool of consultants as potential trainers and TA providers.
- Produce and edit reports, fact sheets, action briefs, and other resources and publications.
- Assist with additional activities, special projects, and other duties as assigned to support the PCY Program Department.

Minimum Qualifications:

The successful candidate will be adaptable, innovative, and a problem solver. Her/his work will be driven by integrity and executed with creativity and efficiency. S/he will have a sense of humor, patience, and a commitment to treating others with respect. Specific skills and experience include:

- 5+ years' experience providing direct service to children and youth, particularly with state after school funding through the After School Education and Safety (ASES) Program and/or federal funding through the 21st Century Community Learning Center (21st CCLC) Program.
- 2+ years' experience in a leadership role with an expanded learning time (after-school and summer) program, including responsibilities for staff supervision, staff training, program design, budget oversight, fundraising and community partnerships.
- Demonstrated ability to work effectively with a diverse set of stakeholders, including program coordinators, school administrators, and non-profit staff.
- Knowledge of adult learning and on-line training techniques.
- Experience researching and developing concepts for training materials, reports, or briefs.
- Experience providing coaching to individuals or organizations; designing and facilitating meetings or trainings.
- Strong written and oral communication skills.
- Commitment to the values and mission of PCY.

- BA strongly preferred or equivalent experience.
- Willing and able to travel as requested. Travel schedule will vary based on assignments.
- Proficiency in Google and Microsoft products (e.g. Drive, Docs, Word, Power Point, and Excel) is required; knowledge and experience with Adobe Connect and/or Zoom is a plus.
- Certification in the Youth Program Quality Assessment (YPQA) tool, Comprehensive Assessment of Summer Programs (CASP), CalSAC Training Modules, or other assessment and facilitation tools is preferred.

Other Requirements

- Occasional overnight travel (statewide and/or national)
- Valid Driver's License

FLSA Category
Non-exempt

Compensation

Annual Salary Range: \$60,000 - \$65,000

Benefits include health, 401k, and Flexible Spending Account (FSA)

Please include TA Manager (CAN) in the subject line. All applications are due Friday, January 20, 2017, 5:00pm PST.

Email applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Please do not call.

Partnership for Children and Youth is an equal opportunity employer that values diversity at all levels of our work. The organization's policy regarding equal employment opportunity means that all decisions regarding recruitment, hiring, benefits, wage and salary administration, scheduling, disciplinary action and termination will be made without unlawful discrimination on the basis of sex, gender, race, color, age, national origin, religion, disability, medical condition, genetic information, marital status, sexual orientation, gender identity or expression, citizenship status, pregnancy or maternity, veteran status, or any other status protected by applicable federal, state or local law.

Link To Apply:

<http://partnerforchildren.org/technical-assistance-manager-job-posting/>