



POSITION AVAILABLE
Director of Member Engagement
Every Hour Counts

Every Hour Counts is a national coalition of citywide organizations that increase access to quality learning opportunities, particularly for underserved students. We are a leading voice in promoting afterschool and summer learning systems. Every Hour Counts has three core strategies:

- **Build Quality Practice** - Every Hour Counts brings network members together to test the feasibility of policy and practice recommendations, and disseminate findings and tools for adaptation through demonstration projects.
- **Support a Community of Practice** - We uplift promising practices from the field, disseminate evidence-based recommendations, and develop tools and resources to support communities in building high-quality after-school systems. Every Hour Counts engages in a variety of knowledge sharing activities to educate local, state, and federal practitioners and policy makers about the value of intermediaries and how to build effective, coordinated systems of support. We do this through a peer learning community, national institute, conference presentations, webinars, and convenings. We also provide technical assistance to communities looking to build systems.
- **Influence Policy** - We engage policymakers, practitioners and leading stakeholders in developing policy recommendations and solutions that embrace a holistic view of learning and support expanded learning systems-building. This year we launched a youth voice initiative that will grow our efforts to center and support youth to engage in advocacy work on their own behalf and on behalf of their communities.

Every Hour Counts is housed at ExpandedED Schools in New York City. Nine organizations comprise the governance board and twenty-eight organizations comprise the Every Hour Counts Network, which we expect to grow along with the national focus on out-of-school time as a critical intervention to support young people in their academic, social, and emotional learning. See the full list of network members on our [website](#).

Position Summary

Our ideal candidate for the Director of Member Engagement position will be a systems thinker who is ready to take the lead in conceptualizing, coordinating and implementing activities to support Every Hour Counts' national communications and field-building strategy. The Director will work closely with leaders from our network, national organizations, and foundations to support quality improvement efforts on the ground and ensure that national efforts reflect the needs of practitioners and the young people and communities they serve. This is a unique opportunity to represent a national coalition and build meaningful, collaborative relationships with leaders in the education and expanded learning fields at the city, state, and national levels. Every Hour Counts is committed to supporting the professional growth and

learning of the Director of Member Engagement in support of their career aspirations, and works to amplify the accomplishments and contributions of team members. The Director of Member Engagement reports to the Executive Director. Occasional travel is required. The position can be based in New York City or remotely.

Responsibilities

Field-Building:

- Lead a national learning community of 28+ citywide expanded learning organizations, including member engagement and the design of knowledge sharing activities that foster rich and engaging peer-to-peer learning.
- Scale and grow the learning community over the coming year.
- Collaborate to develop field-building tools, resources, conference presentations, and other resources aligned with best practices in youth development.
- Contribute to Every Hour Counts external positioning and thought leadership by presenting at conferences and events.
- Plan and implement capacity building convenings, including our national institutes.
- Oversee implementation of multi-city demonstration projects, peer mentoring, fee-for-service technical assistance, and other special initiatives.
- Lead issue-specific workgroups.

Communications:

- Support ongoing, regular communication with network members, including bi-monthly network virtual meetings.
- Draft updates and maintain engagement on various communications platforms such as Medium, listservs, and social media.
- Plan and execute national webinars.
- Oversee the development of quarterly e-newsletters and blog posts.
- Build meaningful relationships with entities and individuals in our network and across the out-of-school time sector.

Policy:

- Collaborate with Every Hour Counts policy consultants to ensure youth and field voices and perspectives are informing national policy.
- Represent Every Hour Counts on policy work groups for the field.

General:

- Generate ideas and initiate new strategies to advance Every Hour Counts, including new funding opportunities.
- Coordinate all aspects of special events and meetings, including scheduling, design, preparing materials, facilitation, and follow-up.
- Serve as an ambassador for Every Hour Counts both informally and formally.
- Prepare reports for funders.

Competencies and Qualifications

- Bachelor's Degree with 7-10 years of relevant work experience
- Excellent writing, synthesis, and analytical skills
- Strong interpersonal skills, including ability to work collaboratively with multiple partners on project assignments in-person and virtually
- Strong facilitation skills: ability to plan, organize, and lead virtual and in-person meetings that are intentionally designed to meet goals and intended outcomes, and engage participants in meaningful ways
- Demonstrated interest in and knowledge of youth development, education, and public policy; passion for expanded learning as a social justice issue
- Demonstrated commitment to racial equity in education systems and youth development
- Familiarity with and practical understanding of research evidence, and best practices within youth development and out-of-school time
- Systems thinker knowledgeable on the unique role of out-of-school time coalitions and intermediaries distinct from direct service organizations
- Detail-oriented, with strong follow-through, demonstrated ability to solve problems, ability to meet tight deadlines and manage resources effectively
- Ability to work independently and as part of a collaborative team
- Proficient in technology systems including Zoom, Microsoft Office, Outlook, and Google
- Proficient in maintaining social media engagement on Twitter and LinkedIn
- Flexible and comfortable working remotely in a fast-paced environment

Salary Range: \$95,000 - \$115,000

Benefits:

Every Hour Counts offers competitive salaries commensurate with experience and a comprehensive benefits package. Our benefits package includes:

- Full-time and eligible part-time employees receive medical, dental and vision plans for employees and dependents, largely subsidized by ExpandedED Schools
- Health, dependent care and transit pre-tax accounts
- Employer-paid life insurance and supplemental disability coverage
- Paid time off package which includes 24 vacation days, 8 sick days, and 12 paid holidays
- 403b retirement plan with eligibility for employer contribution of 5% of annual compensation after one year of employment (no match requirement)
- Commitment to work-life balance
- Partial tuition reimbursement offered to employees after six months of service
- Professional development opportunities, including funds to participate in training and coaching

Every Hour Counts believes in the importance of being a diverse, equitable and inclusive organization that enables our students and staff to thrive. We are committed to building a talented team that reflects the diverse backgrounds and experiences of our students. Every Hour Counts is an equal opportunity employer, and as such, we hire without consideration to race,



religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.

To Apply: Interested candidates should forward a **cover letter, resume, a writing sample (3-5 pages), and salary requirements to:** employment@expandedschools.org

Subject: Director of Member Engagement – [Candidate's First and Last Name]. *No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.*