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JOB ANNOUNCEMENT

Program Coordinator – California AfterSchool Network

Foundation for California Community Colleges

An Equal Opportunity Employer

Category: Full-time, Nonexempt (hourly)

Supervisor: CAN Program Director

Date Created: August 20, 2015

About the Organization:

The California AfterSchool Network's (CAN) purpose is to promote the awareness and quality of expanded learning programs. Utilizing its unique and effective leadership and committee structure, CAN is a convener of the field, facilitating a two-way flow of information between the field and state and National policymakers translating between policy and best practice. Ultimately CAN believes that these efforts will bring greater coherence and professionalism to the field and in turn improve outcomes and learning experiences for youth.

The California AfterSchool Network (CAN) is under new fiscal sponsorship with the Foundation for California Community Colleges (the Foundation) as of spring, 2015. The Foundation, located in Sacramento, has served as fiscal sponsor to a number of educational, government and non-profit organizations. Incorporated in 1998, the Foundation serves as the official auxiliary to the California Community Colleges' Board of Governors and the system-wide Chancellor's Office. With a full-time staff of approximately 130, the Foundation is a fully professionalized organization with expertise to provide efficient back office support to manage grants, contributions, and earned income.

In partnership with the Foundation, CAN is well-positioned to both remain "of the field, for the field" and to create new opportunities to advance its mission. The CAN Leadership Team is excited to work with its new executive director and expanded workforce to solidify and leverage its fresh partnership with the Foundation.

For more information, please visit our website: www.afterschoolnetwork.org.

Job Purpose:

The Program Coordinator provides executive level programmatic, operational, and administrative support to the Program Director and senior management team of the California AfterSchool Network; coordinates project and field activities, CAN Committees, CAN communications including social media, as well as office services, operations and procedures; and works with the Administrative Assistant to ensure maintenance of project records, and documents in order to ensure organizational effectiveness and efficiency.

Essential Job Duties / Responsibilities: With guidance and supervision from the CAN Program Director:

- Coordinate the activities of multiple external, field-based Committees and the California AfterSchool Network Leadership Team.
- Coordinate with Committee Co-chairs to set annual calendars, arrange for speakers, ensure meeting materials are prepared in advance, and implement Committee communications.

- Provide core support for multiple in-person and virtual Committee and stakeholder meetings, in-person and virtually. Become extremely familiar with virtual meeting technology, make presentations and facilitate portions of meetings.
- Coordinate CAN's web-based information presentations and webinars. Record the content utilizing virtual meeting technology, and post content on the CAN website.
- Provide core support for the implementation of CAN's communication strategy including the coordination of CAN's communication calendar, creating web and newsletter posts, as well as regular postings on CAN social media outlets including but not limited to Twitter, Facebook, and LinkedIn.
- Effectively plan, coordinate, organize, and assist with field activities, meetings, event, learning sessions, presentations, conferences and site visits by overseeing meeting planning activities, securing venues, preparing packet materials, coordinating and scheduling speakers, arranging and coordinating on-site event coverage, making travel arrangements and ensuring documentation and follow-up
- Coordinate daily office operations for CAN, staff, consultants and peer experts
- Read and screen correspondence, communications and reports; assess importance and prioritize responses; forward to Program Director or staff as appropriate
- Research, compile, and prepare confidential and sensitive documents and brief Program Director and senior management team as appropriate
- Research, write documentation and/or provide support as needed to program teams
- Answer phones; route calls and messages as needed; receive partners, vendors, and job candidates with professionalism and protocol; serve as liaison and ensure professional interface between CAN office support staff and key CAN stakeholders and other constituents
- Attend conferences and events throughout the state to disseminate information and materials including as a conference exhibitor, as well as supporting and occasionally delivering conference workshop presentations.
- Work with Program Director, senior management team, operational staff and Foundation staff to ensure tracking of expenditures across multiple funding streams, prepare invoices and draft Professional Services Agreements for approval
- Support grant report preparation and grant management
- Communicate with IT and Operations Departments to ensure continuous operations of all communication modalities, including office communications, video conferencing, IT and web operations
- Act as liaison for Program Director and senior management team as needed (particularly when they are travelling in the field), transmitting direction, instructions or assignments to the Program Director and senior management team; updating Program Director and senior management team regarding issues prior to scheduled meetings

Other duties as needed and assigned.

Education, Skills, and Experience:

- Minimum of two (2) years of relevant experience with office management, project management, coordination, customer service, or related responsibilities including some experience providing executive level support required
- Relevant Bachelor's degree or substitute two years equivalent related experience
- Familiarity with or experience working in expanded learning time, youth development or other educational settings desired
- Expertise with data base development and management, web development software or other more specialized software programs preferred
- Familiarity with or interest in effective practices and policies related to expanded learning time—with an ability and desire to develop new expertise desired
- Grant and report writing experience preferred

- Experience with Microsoft Office programs including Outlook, Word, Excel, and PowerPoint
- Strong organizational skills and exceptional attention to detail
- Ability to maintain confidential nature of data and information
- Demonstrated respect for and ability to work with diverse populations

Physical Requirements

- Ability to work at a computer workstation for periods up to 4 hours at a time.
- Ability to speak on the telephone for a total of up to 6 hours per day.
- Ability to sit for up to 8 hours at meetings.
- Ability to walk and stand for up to 4 hours without breaks for presentations, meetings, conferences, site visits, etc.
- Possess a valid California driver's license, ability to operate personal vehicle for business and willingness to drive to meetings.

Working Conditions and Travel

Well-lighted, heated and air-conditioned indoor office setting with adequate ventilation. Moderate travel (approximately 10%) by land and air. Requires working occasional weekends and weeknights.

Compensation

The salary is competitive and commensurate with experience and qualifications. The excellent benefits package currently includes eleven paid holidays, sick, and vacation leave; medical, dental, and vision insurance, an employee assistance program; and a defined benefit retirement plan (CalPERS).

Application Deadline

Open until filled. Apply no later than **5 p.m. September 11, 2015** to be considered in the initial screening.

Application Procedure:

Email resume, cover letter and salary history/requirements to info@afterschoolnetwork.org. Include “**CAN Program Coordinator – (Your name)**” in subject line. Due to the high volume of interest, we cannot accept phone calls.

Anticipated Start Date:

October 15, 2015 or as soon as possible.

The Foundation for California Community Colleges is an Equal Opportunity Employer.

The Foundation strives to reflect the diverse community it serves.

Applicants who contribute to this diversity are strongly encouraged to apply.