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## JOB ANNOUNCEMENT

### Program Director – California AfterSchool Network

#### Foundation for California Community Colleges

*An Equal Opportunity Employer*

**Category:** Full-time, Exempt (Salary)  
**Supervisor:** CAN Executive 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](http://www.afterschoolnetwork.org).

#### **Job Purpose:**

Under the supervision of CAN's Executive Director, the Program Director works with statewide and national experts and stakeholders to design a comprehensive statewide implementation plan to increase the quantity and quality of Out-of-School Time opportunities for youth in California. S/he engages and leads statewide and national Out-of-School Time experts, practitioners, funders, researchers, advocates, professional development and technical assistance providers, curriculum providers, school district administrators, and California Department of Education staff, to shape CAN project goals and directions. As a member of a CAN team, s/he makes independent decisions about day-to-day operations and complete project management responsibilities in partnership with CAN's Executive Director.

A successful candidate will possess the qualifications and skills necessary to oversee and provide supervision, training, and direction to CAN program support staff; independently manage the creation and publishing of CAN's various communication vehicles, and share key stakeholder relationships with CAN's Executive Director. The ideal candidate will have an extensive knowledge of statewide expanded learning systems and its educational and youth development partners; proven ability in creation and dissemination of reports; knowledge of and ability to work

with data analysis experts; and highly regarded reputation as collaborator-extraordinaire to complement his/her sense of humor and compassion.

**Essential Job Duties / Responsibilities:**

- Work closely with the CAN Executive Director and statewide expanded learning (after school and summer learning) stakeholders and practitioners to develop, lead and support multi-faceted, multi-stakeholder initiatives (statewide, regionally, and locally).
- Organize, lead, and facilitate meetings of practitioners including funders, California Department of Education Leadership, County Office of Education and School District Leadership, higher education leadership, Non-profit and CBO Leadership, expanded learning program staff, and others.
- Supports the Executive Director in the recruitment and acquisition of CAN staff. Direct supervisor providing leadership, training, and direction of CAN's support staff as they relate to CAN's programs, such as Program Coordinator, Administrative Assistant and Student Assistant.
- Prepares correspondence and other written materials for Executive Director requiring specialized knowledge of the subject matter.
- Oversees and leads in CAN communications strategy development and implementation including the development of documents and publications, website development and design, CAN's electronic newsletter, and social media. Edits and proofreads written materials for content consistency.
- Assists the Executive Director in policy research, analysis, and dissemination.
- In partnership with Executive Director, develops and retains key stakeholder relationships including with the CAN Leadership Team and internal committees/work groups, oversees CAN operations including external, field-based committee work and communications.
- Represent CAN publicly when necessary including participation at stakeholder meetings, providing conference presentations, and attending statewide and national conferences.
- Organize, and implement conferences and events.
- Ensures strategic collaboration with appropriate internal and external personnel to accomplish organizational goals and objectives as directed by Executive Director.

*Other duties as needed and assigned.*

**Education, Skills, and Experience:**

- At least three years' experience in the area of coalition building, policy development, afterschool programming, and/or related education and/or youth development fields
- Bachelor's degree in child and youth development, education, communications, public policy, public administration, business administration, sociology, social work or a related field
- At least two years working in senior management for a nonprofit, educational or related organization and/or supervision, training and direction of program support staff
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of CAN's strategic future to staff, board, volunteers, stakeholders and donors
- Proven ability to provide transparent and high integrity leadership
- Ability to collaborate with and motivate staff, stakeholders and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

### **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 20%) 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](mailto:info@afterschoolnetwork.org). Include “**CAN Program Director – (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.*