



Foundation for California Community Colleges

**Program Director, Policy and Outreach – California AfterSchool Network**

**JOB DESCRIPTION**

**Category:** Exempt  
**Supervisor:** CAN Executive Director  
**Date Created:** June 11, 2018

Join a highly creative, collaborative, and award-winning team working together to benefit, support, and enhance the California Community Colleges—the largest and most diverse system of higher education in the nation. Incorporated in 1998, the Foundation for California Community Colleges (Foundation) is the official non-profit serving the California Community Colleges (CCC) Board of Governors and Chancellor’s Office.

The Foundation is the trusted partner of the California Community Colleges— **facilitating collaboration, accelerating innovation, and increasing system wide resources**. Our work helps to benefit all 2.1 million California Community College students and beyond, with several programs active in regions across the nation.

The California AfterSchool Network (CAN) is a fiscally sponsored project of the Foundation for California Community Colleges (the Foundation) as of Spring, 2015. In partnership with the Foundation, CAN is well-positioned to ensure children and youth benefit from high-quality out-of-school time learning and enrichment opportunities, resulting in positive developmental, academic, and wellness outcomes and increased readiness for college, career, and civic life.

The California AfterSchool Network’s (CAN) purpose is to increase access to high-quality out-of-school time programs that support success for all children and youth. CAN is **of the field and for the field**, serving as a collaborative nexus for diverse out-of-school time stakeholders to collectively address significant field needs and advance innovation. **CAN is a catalyst for quality**, building capacity by promoting a shared vision of program quality and advancing a culture of continuous improvement. **CAN is a one-stop communication hub**, providing information on tools, data, resources, policies, and practices for all out-of-school time stakeholders.

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 stakeholders to design and implement a comprehensive statewide implementation plan to increase the quantity and quality of Out-of-School Time opportunities for youth in California. This position 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 the CAN team, the Program Director 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 provide guidance and coaching to CAN program support staff; independently manage committees and work groups and work group processes and products. Support 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, specifically as it pertains to supporting Site Coordinators; event and meeting facilitation skills; proven ability in creation and dissemination of meeting minutes and reports; knowledge of and ability to work with out-of-school time professionals; and highly regarded reputation as collaborator-extraordinaire to complement their sense of humor and compassion.

The Program Director, Policy and Outreach will be one of two leadership level team members. This position will focus on policy and advocacy related activities including, but not limited to the following; coalition building with traditional and non-traditional partners, research and track legislation, work with elected officials and decision makers around policy and legislation development, respond to policy developments on behalf of CAN, represent CAN at legislative meetings and hearings, represent CAN and the field at stakeholder meetings, develop and facilitate advocacy trainings, develop and implement a communications and social media strategy that includes the CAN newsletter, and lead all other aspects of CAN's policy and outreach related work.

#### **Essential Job Duties/Responsibilities:**

- Work closely with the CAN Executive Director, along with 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 stakeholders and 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.
- Prepares correspondence and other written materials for Executive Director requiring specialized knowledge of the subject matter.
- Supports 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, representing CAN with elected officials and decision makers, providing conference workshops and presentations, delivering training and professional development, 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 CAN's Executive Director.
- Other duties as needed and assigned.

#### **Supervisory Responsibilities:**

Directly supervise supporting member(s) of the California AfterSchool Network team.

#### **Level of Supervision:**

Subject only to very broad communications from a supervisor; always exercise independent discretion and

judgment in significant matters.

**Knowledge, Skills, and Abilities:**

- 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
- Strong public speaking ability

**Education and Experience**

- Bachelor's degree in child and youth development, education, communications, public policy, public administration, business administration, sociology, social work or a related field (or equivalent experience)
- At least 5 years of experience in the area of coalition building, policy development, afterschool programming, and/or related education and/or youth development fields
- At least 3 years working in management for a nonprofit, educational or related organization and/or supervision, training and direction of program support staff
- Demonstrated background and experience in child and youth development, education, communications, public policy, public administration, business administration, sociology, social work or a related field

**Working Conditions and Travel**

Well-lighted, heated and air-conditioned indoor office setting with adequate ventilation. Moderate-to-high level of travel (approximately 35%) by land and air. Requires working occasional weekends and weeknights.

**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.

**To Apply:**

For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to [jobs@foundationccc.org](mailto:jobs@foundationccc.org). Please include in the subject line: "CAN Program Director". The application process will be open until the position is filled.

*The Foundation for California Community Colleges provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, disability or genetics. In addition to federal law requirements, The Foundation for California Community Colleges complies with applicable state and local laws governing nondiscrimination in employment.*