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## JOB DESCRIPTION

### Program Specialist – Communications and Events

#### California AfterSchool Network

#### Foundation for California Community Colleges

*An Equal Opportunity Employer*

**Category:** Full-time, Exempt (Salary)  
**Supervisor:** CAN Program Director, Policy & Outreach

#### **About the Organization:**

With stakes high and time precious, the California AfterSchool Network (CAN) promotes the belief that Expanded Learning programs can be a robust place of learning and discovery that supports high achievement for all students. CAN's mission is to provide Expanded Learning practitioners, advocates, and community members with the resources and tools necessary to build high quality Expanded Learning programs in California.

**CAN is “of the field and for the field”**, assembling and mobilizing geographically, professionally, and culturally diverse 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 vehicle for advocacy**, equipping the field, stakeholders, and decision-makers with the resources, data, and information that illuminates the importance of out-of-school time programs. **CAN is a conduit for communications**, elevating field voice and providing the information, tools, resources, and practices that address stated field needs and enhancing practice.

The California AfterSchool Network (CAN) is a fiscally sponsored project of 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 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.

For more information, please visit our website: [www.afterschoolnetwork.org](http://www.afterschoolnetwork.org).

### **Job Purpose:**

Under the supervision of CAN's Program Director, Policy & Outreach, the Program Specialist works with the CAN team and other statewide and national stakeholders to increase the quantity and quality of Out-of-School Time opportunities for youth in California. The Program Specialist 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, the Program Specialist makes independent decisions about day-to-day operations and completes project management responsibilities in partnership with the Program Director.

A successful candidate will possess the qualifications and skills necessary to independently manage committees and work groups and work group processes and products; to support CAN's various communication vehicles and share key stakeholder relationships. The ideal candidate will have an extensive knowledge of statewide expanded learning systems and its educational and youth development partners; 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 his/her sense of humor and compassion.

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

#### **Project Management**

- Work closely with the CAN Program Directors and 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 and events (statewide, regionally, and locally).
- In partnership with the Executive Director and CAN team, 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.
- Ensures strategic collaboration with appropriate internal and external personnel to accomplish organizational goals and objectives as directed by Program Director.

#### **Outreach & Communications**

- Organize, and implement conferences and events.
- 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.
- Supports video creation efforts.
- 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.
- Represent CAN publicly when necessary including participation at stakeholder meetings, providing conference workshops and presentations, delivering training and professional development, and attending statewide and national conferences.
- Prepares correspondence and other written materials for Executive Director requiring specialized knowledge of the subject matter.

*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.
- Demonstrated background and experience in child and youth development, education, communications, public policy, public administration, business administration, sociology, social work or a related field.
- 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 facilitation skills and public speaking ability.

### **Level of Supervision**

Subject only to very broad communications from a supervisor; always exercise independent discretion and judgment in significant matters.

### **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-to-high level of 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).

*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.*