



School Partnerships Associate Manager

Location: Temporarily remote due to COVID 19.

When safe to return, this position will require working from AFG's Oakland office.

Alliance for Girls seeks to hire an experienced, flexible, and creative School Partnerships Associate Manager to lead our programming at Oakland Unified School District (OUSD) and expand to other school districts across the Bay Area and California state. As an integral member of our team, the School Partnerships Associate Manager will coordinate, implement, and evaluate our Meet Girls Needs Initiative (MGNI). The School Partnerships Associate Manager will work closely with the AFG Programs Team to continue building out our systems change programming focusing on education systems, with the ultimate goal of creating safer and healthier schools by and for girls and gender expansive youth, especially for Black girls.

About Alliance for Girls

Join an organization that is relentless in its mission to improve the lives of girls* on the margins through collective action. As the nation's largest association of girls' organizations and school partners, our 120 organizations and 250 schools serve 300,000 girls and gender expansive youth annually, 83% of whom are girls of color. Alliance for Girls (AFG) knits together a powerful girls' service and leadership sector where girls' needs are met and their power is amplified.

"Listen first, act together." At AFG we listen to our members, service providers and educators. We amplify the voices of girls and gender expansive youth to guide our strategic direction. We believe that those closest to the struggle are closest to the solution. **We strive to model a culture of self and communal care, grounded in values of equity and justice, through internal operations and external impact.** We are constantly imagining, thinking and planning processes and approaches that enable excellence in our work and enhance collaboration among our team and partners.

Alliance for Girls' unique combination of girl and community-driven research, coordinated initiatives driven by the intellectual and cultural power of our membership and school partners, and focused and inspired public advocacy enable us to affect deep and lasting change that directly improves the lives of girls and the systems that impact them. Join us as a senior leader of this growing organization.

**At Alliance for Girls, "Girls" refers to gender expansive youth (cis girls, trans girls, non-binary youth, gender non-conforming youth, gender queer youth and any girl-identified youth).*

School Partnerships Associate Manager Overview

The School Partnerships Associate Manager will support and grow AFG's educational programming, starting with institutionalizing key elements of AFG's MGNI program at OUSD through relationship building, community mobilizing, and advocacy in order to ensure OUSD and its schools are more responsive to and inclusive of the identities, needs, and dreams of girls and gender-expansive youth, especially Black and Brown girls. Our successful candidate is driven, flexible, organized, collaborative, and has a working knowledge of Bay Area education systems and how to advocate for shifts in practice, culture, and policy within and across education systems. Ideally, the candidate is also a long-time community member of Oakland.



Duties and Responsibilities:

Advocacy: 60%

- Develop and manage an advocacy strategy to institutionalize girls' voices in data collection and decision-making across OUSD.
- Oversee organizing and campaign plans as they relate to the MGNI program, including:
 - Supporting campaign strategy development from advocacy goal development, objective setting, implementation, through monitoring and evaluation
 - Developing partnerships with key AFG members around advocacy goals
 - Tracking and evaluating advocacy wins.
- Design and implement a community engagement strategy to support the goals of the MGNI at OUSD, in partnership with Membership Services.
- Work with the Senior Advocacy Manager to ensure school based advocacy and at larger advocacy are connected and clearly communicated with school partners.
- Participate and represent AFG in alliance building activities including membership in strategic and external coalitions.

Program Coordination: 25%

- Provide day-to-day program oversight for the AFG MGNI program and other education programming.
- Build and maintain relationships with key stakeholders - AFG members, school partners, the Girls Task Force, school board members, community-based organizations (CBOs) outside of the AFG network working with OUSD, donors, etc - in order to move forward and grow MGNI.
- Plan, organize, and implement key program activities to move forward and grow the MGNI program in partnership with key stakeholders.

Program Administration: 10%

- Support with program logistics, including scheduling of meetings, securing meeting space and ordering food (where necessary), communicating with program participants, and preparing meeting agendas and materials.
- Support planning and convening groups composed of multi-generational, multi-ethnic//racial individuals working in and outside of schools.
- Tracking budget expenditure for the MGNI program and assisting with budget development and tracking for specific events with support from the AFG programs team.
- Process and reconcile program invoices, fund requests, and credit card reconciliations.

Monitoring and evaluation: 5%

- Work with the Director of Programs, Senior Advocacy Manager, and school partners to develop evaluation indicators.
- Oversee the tracking and evaluation of AFG's MGNI and other education programming, including measuring process outcomes, key results, and the impact of MGNI activities.



Skills and Qualifications:

- Success coordinating programs at a community-based organization, nonprofit, or a similar space.
- Proven ability to work with multigenerational and multi-cultural/racial groups, bringing an intersectional lens and approach to the work - with explicit experience working with and for girls and gender-expansive youth.
- Self-starter, able to work independently and within a team environment, with the ability to work in a fast-paced environment on multiple programs and activities with competing timelines.
- Outstanding organizational and time management skills.
- Sincere passion for gender equity and creating spaces where girls and gender-expansive youth of color, especially Black girls, can lead the design of program strategies and activities.
- Ability to hold space for girls and gender expansive youth with true care and intention, and experience supporting young people to lead and step into their power.

Requirements:

- A minimum of 2 years experience implementing system-wide school reform.
- Professional experience advocating for change within school systems, experience and working knowledge of the OUSD system a plus.
- Knowledge of academic success measurements such as *the California Accountability and Continuous Improvement Systems and school surveys* preferred.
- Comfortable working with intergenerational and multicultural/racial groups - with explicit experience working with girls and/or gender expansive youth.
- Experience in 2 or more of the following areas: advocacy strategic development, alliance building, and policy development.
- Ability to work effectively with public officials and a variety of stakeholders from grassroots groups, advocates, researchers, litigators and girls.
- Excellent writing and verbal communication skills.
- Strong computer skills with expertise in G-Suite and Microsoft Office; familiarity with PC Computers, SurveyMonkey, and social media platforms including Facebook, Twitter and Instagram, Canva is a plus.

The School Partnerships Associate Manager reports to the Senior Advocacy Manager. This is a full-time, exempt position. AFG is an equal opportunity employer. It offers a competitive benefits package and salary commensurate with experience, ranging from \$55,000 - \$60,000.

Please submit a cover letter, resume, and 3 references to jobs@alliance4girls.org.

Remote work: Temporarily due to COVID 19, with future onsite work 1-2 days per week.

Alliance for Girls is committed to an equitable recruiting and hiring process. We aim to attract a diverse group of candidates by posting job openings on a wide variety of platforms, and by sharing them through our member and partner networks. We will also ensure each position remains open until we have a mix of qualified finalists who reflect the diversity of the communities we serve. The hiring process will also be inclusive as we engage team members to conduct interviews. In addition, we value the lived experience on par with professional employment.