JOB DESCRIPTION

JOB TITLE: Pennsylvania Statewide Afterschool/Youth Development Network (PSAYDN) Director

ORGANIZATIONAL RELATIONSHIP: The Pennsylvania Statewide Afterschool/Youth Development Network Director reports directly to the Senior Program Development and Organizational Manager and in their absence, the Center for Schools and Communities (CSC) Director and is guided by the Network Steering Committee.

JOB DEFINITION: The Pennsylvania Statewide Afterschool/Youth Development Network Director has primary responsibility to lead and be the face of a statewide, high quality, robust out-of-school time (OST) network; efforts include building and maintaining the network; and obtaining resources to provide high-quality out-of-school time programs to all children of Pennsylvania. The Director must be comfortable with change, outgoing and a strategic thinker who understands policy change and advocacy and will work collaboratively with the PSAYDN Steering Committee; leading the network in the creation and implementation of a clear strategic vision. The Director will be the thought leader for this work statewide, working with various committees, partners and wide variety of stakeholders to advance the strategic plan. Responsibilities also include working with public and private funders, and completion of required reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Building and Maintaining a Statewide Coalition
1. Build, strengthen and maintain a statewide network across local, regional, statewide and national stakeholders.
2. Guide and convene work of the PSAYDN Steering Committee.
3. Work collaboratively with state government, private funders and the legislature.

Developing and Advancing a Policy Agenda
1. Develop, implement and advance a public policy agenda.

Public Outreach and Promotion
1. Develop and implement a strategic communications plan that promotes and communicates the statewide network vision, policy and advocacy agenda to a wide variety of stakeholders.
2. Conduct ongoing research and provide a central clearinghouse for disseminating effective practices, data, and strategy information.
3. Present the strategic vision and advocacy agenda at state and national level.

Networking
1. Work with key stakeholders statewide and nationally, including ATAC and the SAN leads in other states
2. Serve as the state point organization for the Afterschool Alliance.
3. Develop and maintain strong collaborations and relationships with public and private agencies, non-profit networks, academic institutions, PA Department of Education staff, network staff and members, and appropriate Central Susquehanna Intermediate Unit (CSIU) staff.

Program Planning, Coordination and Technical Assistance
1. Promote high quality training and technical assistance for afterschool programs in Pennsylvania.
2. Develop an effective statewide approach to the provision of quality OST services and/or establish a supportive statewide policy and financial environment for the provision of OST services.
3. Provide guidance, staff support, and technical assistance to the working PSAYDN subcommittees and to Network partners across the state, including maintaining and disseminating records of activity.
4. Monitor daily operations and the development and implementation of action plans to address the Network’s goals.

Sustainability
1. Develop and implement a strategic sustainability plan for the Network.
2. Provide reports as necessary.
3. Coordinate program activities with CSC Communications Manager and Director.
4. Work cooperatively with other Center managers to promote the maintenance and growth of the Center as a whole.

Supervision
1. Supervise and evaluate assigned staff according to CSIU personnel policies and applicable laws.

Professional Development
- Participate in monthly CSC staff and Managers’ meetings, CSIU Supervisory Meetings and special meetings and/or taskforce meetings.
- Attend conferences, trainings and professional development opportunities in order to stay current in field.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:
- Other duties as assigned.

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS REQUIRED:
- Minimum preferred requirements, Master’s Degree in public policy/administration, communications, education or a related field and 10 years’ experience with program management, grassroots or other organizing and community collaboration organizations; or an equivalent combination of related education and work experience.
- Demonstrated experience in leadership, program coordination, coalition building, community organizing and advocacy.
- Knowledge of or experience with afterschool programs and child and family issues including, programming, research, national trends, policies and regulations.
- Experience with management of public and private funding sources including grant writing administration, and budget management.
- Experience in developing and managing projects that are multifaceted and have diverse partnerships and collaborations.
- Knowledge and experience working with a Board of Directors, Advisory committees, state agencies and foundations.
- Knowledge and experience working with the Pennsylvania administrative legislative process.
- Meeting facilitation and negotiation skills.
- Highly effective and confident skills in all forms of communication: spoken, written and digital.
- Ability to work independently and as part of a team, to develop and implement administrative systems to manage tasks/staff.
- Strong attention to detail and ability to multitask.
- Ability to negotiate, to resolve conflicts, and to adhere to standards of confidentiality.
• Experience in conducting research.
• Proficiency in Microsoft Office suite, including Word, Excel, PowerPoint and Outlook; database management, preferably Filemaker Pro; and ability to perform web-based searches.
• Current Act 151 (Child Abuse), Act 34 (Criminal Record), and Act 114 (FBI Fingerprint) clearances are required.

**PHYSICAL REQUIREMENTS:**
1. Ability to use keyboards, monitors and computers without assistance.
2. Ability to lift and carry materials.
3. Public speaking ability.
4. Ability to travel to a variety of work locations on a frequent basis.

**TIME AND SITE REQUIREMENTS:**
1. Twelve month position.
2. Regular statewide travel, with some national travel to provide technical assistance; and moderate overnight travel for meetings and training events.
3. Attendance at work is a requirement of this position; any and all absences must be approved by the immediate supervisor.

**CSIU PROPERTY AND CONFIDENTIALITY REQUIREMENTS:**
1. All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above, is the property of the CSIU. It may not be used for personal profit or gain and will be relinquished to the CSIU upon termination of employment from the CSIU.
2. The person employed in this position shall maintain confidentiality with regard to the personal and private information about clients and coworkers, programs and services and any other proprietary information accrued as a result of CSIU employment or as required by state or federal laws and regulations.
3. The person employed in this position must adhere to all requirements identified in the code of professionalism entitled "Ambassadors Are Professionals, Too."

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform his/her supervisor and the Director of Human Resources of the need for any accommodations that may be required.

**MANAGEMENT REQUIREMENT:** As a supervisory/management staff member, this position is also responsible for representing the CSIU in public networking and partnership activities by maintaining knowledge about and promoting CSIU programs and services and by relaying information about potential grant or other funding sources to appropriate CSIU staff members.

**EMPLOYEE NAME:** __________________________________________________________
(please print)

**EMPLOYEE SIGNATURE:** ___________________________ DATE: ______________

**POSITION CLASSIFICATION:** ___________

**APPROVED:** ___________________________ DATE: ______________
(supervisor signature)