

Job Description: Director of Technical Assistance

Job Type: Full-Time

About the Position:

The Director of Technical Assistance will oversee the Partnership for Children and Youth's technical assistance (TA) projects in the nine counties of the Bay Area. Five ongoing projects are focused on improving the quality and quantity of after-school and summer programs for children and youth in underserved communities. The Director of TA will oversee these ongoing projects and develop new TA projects to address emerging needs. He/She will also provide direct TA to a new initiative focused on improving quality in two summer programs with a STEM focus.

About the Organization:

The Partnership for Children and Youth is a non-profit organization based in downtown Oakland. Our mission is to ensure that school-age children and youth living in low-income communities have the support and opportunities they need and deserve to be successful in school and in life. We help schools secure the resources necessary to provide after school and summer programs, health care, and nutritious meals – the things we know children need to succeed and thrive. We are currently a staff of eight, plus several regular consultants who work on specialized projects. For more information, please go to our website www.partnerforchildren.org.

Job Responsibilities:

- **Oversee five on-going TA projects**, including:
 - Intensive quality improvement processes in two summer-learning communities.
 - Workshops and coaching for Out-of-School Time grantees of the San Francisco Department of Children, Youth and Their Families.
 - Workshop series for high school ASSETs Learning Lab.
 - Workshops and coaching for youth services in affordable housing communities.
 - Support for state and federal after-school and summer funding applications (specifically After School Education and Safety Program (ASES) and 21st Century Community Learning Center grants) as well as newly identified funding streams.
- Supervise the TA Manager and consultants providing direct TA through these projects.
- Lead TA team of staff and consultants to assess and redesign, as needed, TA approaches and strategies in these projects.
- Prepare and submit funding reports and contract invoices.
- **Develop new TA projects** - Lead TA team of staff and consultants to assess emerging needs in the field and develop new TA projects, possibly including support for Expanded Learning Time programs.

- Provide **direct TA** to two summer programs in Oakland and Mt. Diablo Unified School Districts, including:
 - Developing strategies to improve existing practices.
 - Supporting program leaders in implementing these strategies.
 - Assessing program quality and recommending further improvements.
 - Coordinating technical assistance work with STEM training provided to front-line staff.
- Provide **input to the development of federal and state policy** proposals related to after-school and summer programming.

Desired Qualifications:

- Experience designing and providing technical assistance in all or most of these areas - continuous program improvement, youth development, sustainability, evaluation, staff management, partnerships and program design.
- 5 + years in a leadership role with an out-of-school time program, including staff supervision, staff training, program design, budget oversight, fundraising and community partnerships.
- 5 + years as the recipient of training and technical assistance.
- Extensive experience working in schools and with school districts to align after-school and summer programs with the school day.
- Experience providing TA around a wide variety of private and public funding streams, particularly with state after-school funding through the After School Education and Safety Program (ASES) and federal after-school funding through the 21st Century Community Learning Center (21st CCLC) program.
- Strong written and oral communication skills.
- BA strongly preferred.

Compensation: Salary range: \$60,000 - \$70,000, commensurate with experience. Benefits include medical and dental, 401k, and Flexible Spending Account.

To apply: Please send cover letter and resume to:

Partnership for Children and Youth
 Attn: Beth Zygielbaum
 1611 Telegraph Ave., Suite 404
 Oakland, CA 94612
 Fax: 510-763-1974
 E-mail: beth@partnerforchildren.org

E-mail applications with attachments in Microsoft Word or PDF format only.

We do not accept phone inquiries regarding the position. Please do not call. Position is open until filled.

Partnership for Children and Youth is an equal opportunity employer and is committed to staff diversity.