ALASKA CHILDREN’s TRUST
Program Specialist – Alaska Afterschool Network

The Afterschool Network Program Specialist is responsible for providing support to the Alaska Afterschool Network (AAN) Director in the implementation and management of building a statewide afterschool network. The position will be responsible for all aspects of planning and developing the Network’s campaign to increase the quality and standards of programming for all hours when youth are not in school programs.

Supervision
The AAN Program Specialist will report directly to the Director of the Alaska Afterschool Network.

Employment Classification
- Full-time
- Hourly/non-exempt

Wage Range
$26.00 - $34.00 DOE

Education & Experience:
- Bachelor’s degree preferred in education, social work, youth development, human services, or related field.
- Prefer 2 years of experience in the area of education, afterschool programming, and/or coalition building or any combination of training and experience that provides the required skills, knowledge and abilities.

Skills:
- Thorough understanding of and demonstrated commitment to positive youth development, and to improving policies, strategies and services for afterschool programs.
- Experience in implementing best practices and quality standards in the afterschool field.
- Knowledge of project management.
- Strong knowledge of outcome measurement, child/youth development, training and curriculum development a plus.
- Excellent oral and written communication skills.
- Strong people skills and an ability to relate well to diverse groups and individuals.
- Effective listening and strong verbal and written communication skills.
- Public speaking.
- A sense of humor, strong work ethic, and dedication to system change to benefit children and youth are very important.

Job Duties:
- Increase the network’s visibility, and represent the network as needed.
• Develop and implement statewide standards for afterschool programming.
• Build relationships to work toward a comprehensive statewide system that supports best practices for academic enrichment and high-quality programs suited to urban and rural needs.
• Conduct presentations and other outreach programs to diverse audiences to support the network’s priorities and initiatives.
• Oversee the provision of technical assistance to afterschool programs.
• Facilitate statewide working groups to advance network strategic priorities.
• Maintain accurate data records in Salesforce customer relationship management system.
• Consult with programs serving children and youth around issues of program quality.
• Work with institutes of higher education to identify, develop, coordinate and promote credit-based professional development opportunities.
• Document and disseminate promising practices for afterschool.
• Support professional learning opportunities (i.e. annual conference, webinars).
• Meet regularly with local after school networks to link them with state-wide work and provide resources for program quality improvements.
• Attend in-state and out-of-state meetings, conferences and Network related trainings.
• Perform other duties as need and assigned.

NOTES: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic, and assignments/priorities may change. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs.

HOW TO APPLY: Qualified applicants may send their cover letter and resume to tstorris@alaskachildrenstrust.org. The position will remain open until the position is filled.