



Pittsburgh Area
Community Schools

Job Description

Job Title	Assistant Program Officer
Work Location	PACS Admin Office
Annual Salary	\$60,000
Direct Reports	Special Programs Staff
Department	Full-Service Community Schools (FSCS)
Reports To	Chief Program Officer
EEO/FLSA	Full-Time / Exempt

Company Overview	<p>Our Mission: To bridge the gaps between students, families, schools, and resources, fostering a community where all students can succeed.</p> <p>Our Vision: To transform public education, creating an equitable education experience for students that enables them to reach their highest potential free from barriers.</p>
Job Summary	<p>The Assistant Program Officer is responsible for supporting the Chief Program Officer with the implementation and operations of PACS Full-Service Community Schools strategy, special programs and services. The Assistant Program Officer will support the seamless coordination of service delivery across organizational teams and programming.</p>
Essential Duties	<p>Program & Services Management:</p> <ul style="list-style-type: none">• Support the Chief Program Officer with managing the operations of all PACS programming and services.• Provides strategic support and supervision to assigned programs and staff.• Responsible for the management of the PACS Community Schools Provider Council.• Responsible for the management of the PACS Homeless Resources services.• Responsible for maintaining and developing strategic partnerships with community providers that will service students and families at our partner school district.• Support the management of the summer workforce development program.• In collaboration with PACS development team, support the

	<p>coordination of engagement events and special projects across all PACS programming and partner school districts.</p> <p>Administrative Support:</p> <ul style="list-style-type: none"> • Coordinate and support the hiring and training of program staff. • Coordinate and support the facilitation of all staff meetings for PACS program staff. • Coordinate and support the facilitation of on-going professional development for PACS program staff. • Support the monitoring and evaluation of service data of PACS programming. • Conduct regular visits to school and community program sites to observe, support and evaluate program implementation. • Support the coordination of PACS community schools' collaborative leadership strategy as needed. • Manage expense and reimbursement requests of all PACS program staff. • Other duties as assigned.
<p>Secondary Duties</p>	<ul style="list-style-type: none"> • Participates in the organizational culture of trauma informed practices using the Sanctuary model. • Participates in required training and team and all staff meetings. • Provides culturally competent and trauma-informed services to all students, families, etc.
<p>Knowledge, Skills, and Abilities</p>	<ul style="list-style-type: none"> • Possess a passion for serving youth from diverse populations. Integrity, credibility, and a commitment to and passion for PACS mission. • The ability to identify opportunities for supportive partnerships that may benefit students and their families. • Commitment to developing strong collaborations to support students, schools, and families and a strong commitment to social change through community empowerment. • Strong project management, problem-solving, and conflict management skills • An understanding of social service work and advocacy. • Ability to engage students, parents, and the greater community. • Strong organizational skills, attention to detail, and demonstrated success when multi-tasking. • Excellent verbal and written communication skills. Ability to deal with ambiguity and change, flexible working in a fast-paced, nonprofit environment. • Experienced in understanding and diffusing sensitive situations with diverse populations using a balanced approach when handling situations on a case-by-case basis • Clearly and consistently represents PACS in all aspects of service delivery to help promote PACS, our values, and mission. • A strong commitment to accountability, data collection, and service documentation.

Experience/ Education Requirements	<ul style="list-style-type: none"> • Minimum of a bachelor's degree is required. A master's degree is preferred. • A minimum of 5 years of experience in a team management role. • Understanding of the community school strategy and integrated student supports preferred • Proven ability to maintain fidelity to evidence-based programs and services.
Working Conditions/ Physical Demands	<ul style="list-style-type: none"> • Travel up to 25% to sites and/or communities where PACS programs operate. • Must have a valid PA driver's license and reliable transportation. • This position is primarily at the PACS administrative office. • Must be willing to use personal cell phone when working remotely. • Perform light work – exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.