

Job Announcement

National Policy Coordinator, Collaborative for Building After-School Systems

The After-School Corporation (TASC) is a nonprofit organization established through a challenge grant from the Open Society Institute in 1998. Its mission is to enhance the quality, availability and sustainability of after-school programs in New York and beyond, with the goal of making after-school a public responsibility. TASC funds, monitors, evaluates and supports after-school programs in New York City. It works with local and national partners to build high quality, sustainable after-school systems in New York and beyond.

TASC is seeking a National Policy Coordinator to support the implementation of activities on behalf of the Collaborative for Building After-School Systems (CBASS). CBASS is a national partnership of leaders of intermediary organizations in seven jurisdictions dedicated to increasing the availability of quality after-school programming by building citywide after-school systems. The partners include: Baltimore's After-School Strategy and The After-School Institute, Boston After-School and Beyond, After School Matters (Chicago), the D.C. Children and Youth Investment Trust Corporation, Prime Time Palm Beach County, Providence After-School Alliance, and The After-School Corporation.

Reporting to the Program Director of CBASS, the National Policy Coordinator will be responsible for coordinating and conducting activities to achieve the Collaborative's mission to make after-school part of the system of essential services that support children and youth, and to promote the development of quality after-school systems nationwide.

Responsibilities:

- Support all CBASS activities: meetings, research, policy analysis, technical assistance, fund development, presentations at national conferences, partnerships with national organizations, and strategic planning.
- Assist in the preparation of policy briefs, reports, proposals, analyses related to policy initiatives and systems buildings activities.
- Manage the implementation of the After-School Apprenticeship Program (ASAP) in New York City and other cities.
- Oversee content sharing activities, including proposals and presentation content.
- Organize special events and meetings.
- Assist in the preparation of reports and manage budgets for funders.
- Help maintain communication with CBASS partners and their assigned staff.

Qualifications:

- Bachelor's degree and 2-3 years relevant work experience, master's degree in public policy or related field preferred
- Knowledge of and interest in youth development, education, and public policy
- Ability to work collaboratively, independently, and manage multiple projects under deadlines
- Experience in the not-for-profit or government sector helpful
- Excellent communication skills, both oral and written
- Strong computer skills: knowledge of Word, Excel, PowerPoint, and internet research
- Willingness to travel

Please send a cover letter and resume to:

The After-School Corporation
RE: National Policy Coordinator
1440 Broadway, 16th Floor
New York, New York 10018

Or e-mail to: employment@tascorp.org
Subject Header: *National Policy Coordinator*

Posted: 07-30-08

No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.
TASC is an Equal Opportunity Employer

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