

Job Announcement Program Specialist, Science

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.

Reporting to the Science Manager, the Program Specialist will assist in the day-to-day administration of TASC's science initiatives, which seek to demonstrate that after-school is an ideal setting for students to experience, learn and get excited about hands-on, inquiry-based science. The position is will be part-time (3 days/week).

Responsibilities:

- Track and update lists of TASC-funded programs and purchasing sites conducting science related activities
- Select sites to participate in and implement various science related education programs
- Draft training and provider contracts and payment requests
- Assist in communicating with site coordinators and science education training providers
- Plan and organize science-related trainings, including designing agendas, securing space, ordering food, and keeping track of RSVPs and attendance
- Help develop TASC's annual science budget and assist in tracking and monitoring science related spending
- Conducting site visits to support science related implementation and complete the appropriate site visit reports
- Follow-up with curriculum providers and sites to guarantee arrival of program materials (curriculum, supplies, etc.)
- Help maintain science attendance data and science metrics
- Coordinate special projects when needed or as assigned
- Assist and support Science Manager

Qualifications:

- Bachelor's degree or equivalent experience, background in science education and/or out-of school time learning a plus
- Willingness and ability to make site visits throughout the city
- Excellent organizational skills: attention to detail, ability to prioritize and meet deadlines
- Ability to manage multiple projects in a fast-paced environment
- Strong writing, interpersonal, and oral skills
- Willingness and ability to work on a range of projects and with different personalities
- Must be adept with Microsoft Word, Excel, and Outlook; familiarity with Access is helpful

Please send a cover letter and resume to:

The After-School Corporation
RE: Program Specialist, Science
1440 Broadway, 16th Floor
New York, New York 10018

Or e-mail to: employment@tascorp.org
Subject Header: *Program Specialist, Science*

Posted: 08-20-08

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