



The Afterschool Alliance is a non-profit advocacy and public awareness organization based in Washington, D.C. working to ensure that all children and youth have access to quality afterschool programs.

Job Position: Associate

The Associate will help implement advocacy and communications strategies aimed at expanding investments in quality afterschool, before school and summer programs for children nationwide. The Associate will help: organize and execute events; develop materials and/or presentations; cultivate relationships with field and VIPs; and manage outreach campaigns designed to build support for, and visibility of, afterschool programs and the Afterschool Alliance. The Associate will assist with overall organizational efforts as needed in policy and research, grassroots mobilization, and hallmark events such as *Lights On Afterschool* and the *Afterschool for All Challenge*.

This position will be based either in the New York City or Washington, DC office, depending on the location of the final candidate for the position.

Principal Duties and Responsibilities:

- Implementing projects from start to finish, such as planning of events or convenings, including managing logistics and helping plan programming for special events;
- Recruiting high-profile stakeholders and dignitaries to the issue/join the Afterschool Alliance *Leadership Circle*
- Helping identify and leverage strategic partnerships with foundation and corporate partners in support of cause marketing initiatives related to education, community and youth development.
- Developing relationships with national partners and ally organizations and representing the Afterschool Alliance on select coalitions and working groups that are supportive of afterschool;
- Covering one or more afterschool policy issues such as juvenile justice or arts education, including tracking related legislation, regulations and coalition activity;
- Drafting publications, blogs, web pages, emails, one-pagers, presentations and other communications, that may include: performing research, explaining policy and advocacy, encouraging grassroots to take action, reporting on activities for funders
- Proofreading and editing materials for staff;
- Representing the Alliance at professional conferences, through public speaking/presentations and staffing the Alliance exhibit booth, and at events and briefings;
- Maintaining contact information in database;



- Tracking developments in the field; and
- General project administrative support tasks and other duties as assigned.

Qualifications: The Afterschool Alliance offers a well-balanced work environment with a supportive and growing team and opportunities for advancement. Candidates must have a bachelor's degree, experience related to education or youth development and/or graduate degree in related field. Candidates must have strong writing, research and analytical skills – including the ability to convey information to a variety of audiences, including federal, state and local policy makers, researchers, advocates, local afterschool program staff and the public. Candidates should have excellent interpersonal skills, be proficient in MS Office Suite, and should be able to manage multiple projects under tight deadlines. Candidates must be detail orientated and work well in a team setting. Some flexibility of hours and willingness to travel is required. Salary commensurate with experience, excellent benefits, including health insurance, life and short and long-term disability insurance, a 403(b) retirement program, flexible spending accounts and generous vacation, sick leave and holiday schedules. Please send cover letter, resume, writing sample and references to info@afterschoolalliance.org.

The Afterschool Alliance is an equal opportunity employer.