



## JOB DESCRIPTION | Project Associate

**Issued/Revised** May 23 , 2018

**Application  
Deadline** July 20, 2018

**Team** Field Outreach/Research

**Core Functions**

- Provide support to the national Afterschool Alliance AmeriCorps VISTA program
- Contribute to the research efforts of the Afterschool Alliance

**Supervisor** Director of Field Outreach  
Director of Research

**Classification** Exempt, Regular, Full-time Employee

**Travel** 4-6 trips per year

**Summary** This position provides an excellent opportunity to gain significant experience in nonprofit field outreach and research in a fast-paced, well-functioning team environment. Under the guidance of the Director of Field Outreach and the Director Research, the Project Associate will learn through experience about what is involved in afterschool field development across the nation, particularly focusing on providing support for our national AmeriCorps VISTA projects. Additionally, the Project Associate will support the organization's research efforts that updates the afterschool field on new afterschool specific research and evaluations, as well as highlights best practices and promising afterschool programs. They will work closely with the field outreach and research teams.

**Responsibilities & Tasks**

- Manage relationship with site supervisors, including holding monthly or quarterly calls with site supervisors to discuss VISTA performance
- Lead development of VISTA supervisor trainings and execute quarterly training meetings
- Coordinate application process for new sites interested in hosting VISTA members
- Work closely with site supervisors to maximize state and local connections to amplify recruitment efforts
- Read, analyze and translate dense research and evaluation findings into easily accessible materials for a non-expert audience
- Learn Salesforce to both track evaluations of afterschool programs and maintain our evaluations database
- Assist with content for the research section of our website
- Support research efforts, including conducting literature reviews and landscape scans, cite-checking and number checking documents, and assisting with the formatting of materials
- Write a wide range of materials, including fact sheets, research-related blog posts, website copy, social media posts, and more
- Support the planning and coordination of our annual advocacy day, the Afterschool for All Challenge, especially sessions on research and related materials development
- Attend events, briefings and meetings in order to inform Afterschool Alliance research and policy initiatives
- Other duties as assigned including, but not limited to support on Afterschool Alliance webinars and other field outreach activities

**Knowledge, Skills & Abilities**

- Familiarity with field development and AmeriCorps VISTA
- Experience with afterschool/demonstrated support for mission preferred
- Experience with Americorps programs preferred
- Strong writing, research, and editing skills
- Ability to accurately synthesize and translate complex research
- Comfortable producing a variety of written content, ranging from blog posts to formal reports
- Possess strong communication skills
- Highly organized, accurate and responsible
- Demonstrated ability to work well independently and as part of a team
- Ability to multitask, identify priorities, and meet deadlines

**Minimum Qualifications**

- Bachelor's degree required
- At least 1-2 years of work experience in an area relevant to our work

- Strong passion and commitment to the out of school learning space and youth development
- Excellent writing and research abilities
- Three professional references

**Compensation and Terms**

Commensurate with experience. This position is supported with applicable self-funded employee benefits under 125 Cafeteria Plan provisions, including Short-Term and Long-Term Disability, 403(b) Savings Account, Life Insurance, Flexible Spending Account, Aflac plans, and SmarTrip Benefit Program. Organization provides paid leave and health benefit subsidies as listed in the employee handbook.

**How to Apply**

To apply, send your cover letter detailing your interest in this position and your experience to assume the role, your resume, and three references to [HR@AfterschoolAlliance.org](mailto:HR@AfterschoolAlliance.org) by July 20, 2018.

***The Afterschool alliance reserves the right to update position description and responsibilities as needed.  
The Afterschool Alliance is an Equal Opportunity Employer.***