

Project Associate

Core Functions

- Provide support to the national field development efforts of the Afterschool Alliance
- Contribute to the research efforts of the Afterschool Alliance

Classification

Exempt, Full time Employee

40 hours per week

Summary

The Project Associate position provides an excellent opportunity to gain significant experience in the nonprofit field as part of a fast-paced, well-functioning team driven by a mission to help young people and families thrive with the support of high quality afterschool programs. The Project Associate will contribute to research and field development strategies aimed at communicating the impact of programs and expanding quality afterschool, before school and summer programs nationwide, with a focus on advancing equitable opportunities for young people. Under the guidance of the Sr. Director of Research, the Project Associate will serve on the research team, helping update the afterschool field on new afterschool-specific research and evaluations, as well as highlight best practices and promising afterschool programs. Additionally, the Project Associate will contribute to our national field development efforts, helping educate programs and advocates about ways to strengthen their efforts, and put lessons learned from research into practice. The Project Associate will help identify and elevate afterschool best practices and successes across policy, advocacy, and program practice. The Project Associate will work closely with the field outreach and research teams.

Responsibilities and Tasks

- Read, analyze and translate dense research and evaluation findings, as well as public opinion research, into easily accessible materials for a non-expert audience
- Write a wide range of materials, including fact sheets, research-related blog posts, website copy, social media posts, and more
- Support research efforts, including conducting literature reviews and landscape scans, cite-checking and number checking documents, and assisting with the formatting of materials
- 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 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
- Maintain internal afterschool program database
- Create templates, tools and materials utilizing America After 3PM research and afterschool program best practices, for use by state networks and other key organizational partners
- Support efforts to highlight priority populations through the development of blog posts, webinars, and other materials



- Other duties as assigned including, but not limited to support on Afterschool Alliance webinars and other field outreach activities

Knowledge, Skills and Abilities

- Experience with afterschool/demonstrated support for mission preferred
- Strong writing, research, and editing skills
- Ability to analyze public opinion research, creating key findings and strategic recommendations, topline, tables, and charts
- Ability to accurately synthesize and translate complex research
- Highly detail oriented
- Comfortable producing a variety of written content, ranging from blog posts to formal reports
- Familiarity with field development
- Highly organized and responsible
- Possess strong communication skills
- Demonstrated ability to work well independently and as part of a team
- Ability to multitask, identify priorities, and meet deadlines
- Previous data visualization experience is highly desirable, but not required

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 resume, a cover letter describing your interest and qualifications for this position and three professional references to HR@afterschoolalliance.org.

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

