



JOB DESCRIPTION | Director of STEM Policy

Issued/Revised March 1, 2017

**Application
Deadline** Open until filled

Team Policy/STEM

- Core Functions**
- Responsible for advancing federal, state and local policies to expand resources and activities that provide students with access to a rich science, technology, engineering and math (STEM) curriculum in their afterschool and summer learning programs.
 - Provide overall thought leadership and work with the STEM Manager to define and advance a strategic vision for afterschool STEM programming.
 - Represent the Afterschool Alliance in meetings with allied organizations, congressional offices and national audiences.

Supervisor Vice President, Policy

Classification Exempt, Regular, Full-time Employee

Travel 8-12 trips per year

Summary Afterschool STEM programs are increasingly recognized as a crucial support for preparing all young people for their future. This position offers an experienced professional an excellent opportunity to build on the gains made to date in advancing afterschool STEM and cement the role of afterschool programs in national and state STEM education policies and initiatives. Working with the Vice President of Policy, the STEM Policy Director will lead the STEM policy work for the Afterschool Alliance and ensure that it is well-supported by research and communications. Join a passionate DC-based staff in a fast-paced well-functioning team environment to expand access to quality STEM afterschool, before-school and summer learning programs for all children.

Responsibilities & Tasks

- Assume responsibility for the afterschool STEM policy work of the Afterschool Alliance. This includes developing the strategic priorities for the short-term and long-term efforts to advance policies that support afterschool STEM learning at both the federal and state levels.
- Work with the STEM Manager to define an overall vision and strategy for advancing afterschool STEM programming.
- Lead a project to advance state-level afterschool STEM policy working with the statewide afterschool networks and external STEM allies.
- Support coordination between statewide afterschool networks and actors and stakeholders at the national, state and local levels, including providing guidance and support to state networks as they advance advocacy and communications goals.
- Monitor state afterschool-related legislation and support statewide afterschool networks in their efforts to advance state level afterschool STEM policy agendas.
- Coordinate with the rest of the policy team to identify synergies between afterschool STEM policy and other afterschool policy areas.
- Work with the STEM Manager to support the Afterschool STEM Hub, a collaboration of afterschool leaders and stakeholders, who partner to produce research-based messaging and advocacy tools for the field.
- Write blog posts, presentations, alerts or other communications on topics such as connecting policy and research to practice.
- Represent the Afterschool Alliance with partner organizations and in public settings including Hill visits, coalition meetings, Congressional briefings and hearings and conferences.
- Build and maintain relationships with state and national organizations with the goal of promoting STEM education in afterschool programs.
- Provide consultation and technical assistance to advocates and federal, state and local policymakers.
- Help with fund-raising and funder relations for the STEM efforts at the Afterschool Alliance.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Deep experience and expertise in STEM education policy
- Deep experience with informal STEM learning, including afterschool and/or summer learning programs
- Strong writing, research and analytical skills – including the ability to analyze technical information and data and to convey this information to a variety of audiences, including federal, state and local policymakers, researchers, advocates and the public
- Technology savviness, fluent using Twitter, blogs, web, database and other information technology systems
- 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 (Master’s degree preferred) in a STEM field and/or education, policy, or related field
- Experience with STEM education policy and informal STEM learning environments, strong preference for 3+ years of such experience
- Demonstrated passion and commitment to the out of school learning space and youth development
- Excellent oral, written, and interpersonal communication skills
- Three references required

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, salary expectations, policy-related writing sample and three references to HR@AfterschoolAlliance.org by March 1, 2017.

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