

**Position:** Program Lead

**Agency:** Nevada Afterschool Network (NAN), Nevada Institute for Children's Research and Policy (NICRP), UNLV School of Public Health

**Schedule:** Full-time, 39 hours a week

September 1, 2022 to June 30, 2023 (Potential for extension through December 31, 2024)

**Pay:** \$22.00 to \$26.00 per hour DOE

### Description

NICRP and NAN are looking to hire multiple positions to support quality improvement efforts for out-of-school time (OST) programs across the state. Program Leads will support: (1) development of a school-age Quality Rating Improvement System, (2) development and delivery of professional development opportunities for OST professionals, (3) coordination of adult and youth ambassador programs, (4) development of a credential/certificate program for OST professionals, (5) development and administration of a grant program for OST providers, and (6) other duties as assigned.

*Tasks of this position may include:*

- Developing and providing professional development training opportunities for OST professionals.
- Researching existing and designing new resources meant to support quality improvement for OST programs.
- Recruiting youth and adult advocates to participate in an ambassador program, as well as program facilitation.
- Attending meetings and webinars related to working projects.
- Assisting in organizing and running meetings and events related to working projects.
- Occasionally attending outreach events in both indoor and outdoor settings.
- Coaching of OST programs in quality improvement efforts.
- Coordinating with community partners and contractors to design and complete project goals.

*Preferred Qualifications or Experience*

- Relevant past experience may include, but is not limited to:
- Strong people skills and an ability to relate to diverse groups and individuals.
- Event planning and execution.
- Project management.
- Ability to conduct thorough searches for public data.
- Advocacy, relationship-building, and education of community members and public officials.
- Working collaboratively with project partners to address existing project requirements.
- Proficiency in Microsoft Word, PowerPoint, and Excel

- A strong work ethic, self-motivation, and dedication to system change to benefit children and youth are very important.
- Must have at least 3 years' experience work in an afterschool/OST setting and/or with afterschool/OST programs.

#### *Work Environment*

These positions are open to any individual residing within the state of Nevada; relocation to Las Vegas *is not* required. These position offers flexible scheduling, the potential for a hybrid work environment, professional development, tuition assistance (at UNLV), and health care benefits. The work environment is mostly indoors and climate controlled with moderate noise levels as found in office settings. Occasional attendance at outreach events or meetings around the community can include both indoor and outdoor settings.

#### *Commitment to Diversity*

NICRP and NAN are deeply committed to the principles of equity, diversity, and inclusiveness. We encourage first generation college students, racial/ethnic minorities, sexual and gender minorities, and bilingual persons to apply.

#### **To Apply**

Please email a cover letter and resume to:

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Nevada Afterschool Network  
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