

Position: Program Specialist

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: \$18.00 to \$22.00 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 Specialists will support: (1) technical assistance for OST programs, (2) curating content relevant to afterschool and OST programs, (3) engagement with OST programs and community partners, (4) coordination of project meetings, (5) supporting Program Leads and Network Lead in completing project goals, and (5) other duties as assigned.

Tasks of this position may include:

- 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.
- 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.
- 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.
- Ability to conduct thorough searches for public data.
- 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.

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:

M. Amaris Knight, PhD MEd
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Nevada Afterschool Network
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Phone: 702-895-1040