Position: Network Lead

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

Schedule: Full-time, with expected working hours of 8am-5pm (with 1 hour for lunch), Monday through Friday

Salary Range: $60,000-$70,000 Depending on experience

Benefits: Benefits commensurate with Letter of Appointment employment benefits provided by University of Nevada, Las Vegas including: Health Insurance, Grant-in-Aid tuition assistance, and Retirement Contributions. NAN offers a family friendly work environment that also provides flexibility and PTO.

Description of The Nevada Afterschool Network (NAN)

The Statewide Afterschool Networks now exist in 50 states across the country, with new states added every year since 2001. The networks are focused on improving education and out-of-school time opportunities for children and youth, particularly low-income children, and are geared toward achieving three primary goals:

Goal 1: Create a sustainable structure of statewide, regional, and local partnerships, particularly school-community partnerships, focused on supporting policy development at all levels.

Goal 2: Support the development and growth of statewide policies that will secure the resources that are needed to sustain new and existing school-based/school-linked afterschool and OST programs.

Goal 3: Support statewide systems to ensure programs are of high quality.

The Nevada Afterschool Network (NAN) is a partner within the SAN network focusing on Nevada education and out-of-school opportunities by working with key partners to develop, lead, coordinate, and drive the SAN network’s initiatives. The NAN Network Lead is an employee of the Nevada Institute for Children’s Research & Policy (NICRP – acting as the fiscal sponsor for NAN), located within the School of Public Health at the University of Nevada, Las Vegas. The Network Lead is hired with funds through a grant received by NICRP.

Description of The Network Lead Position

A successful candidate will possess the qualifications and skills necessary to: (1) oversee and provide supervision, training, and direction to NAN program staff, (2) independently manage the creation and publishing of NAN’s various communication vehicles, (3) coordinate project meetings, (4) create sustainable partnership structures for policy development and program funding, (5) provide professional development training opportunities for OST professionals, and (6) other duties as needed and assigned.
Example Roles & Responsibilities:

- Organize and run team meetings and events related to working projects.
- Assist in the development of assessment and evaluation tools to support quality improvement for OST programs.
- Develop documents that demonstrate statewide OST information through the administration of annual surveys, policy briefs, and reports.
- Oversee and lead in NAN communications strategy development and implementation including the development of documents and publications, website development and design, NAN’s electronic newsletter, and social media. Edits and proofreads written materials for content consistency.
- Oversee ongoing communication among the statewide network and ensure broad distribution of best practices, and policy and advocacy information.
- Conduct professional development and training opportunities for OST professionals.
- Work to connect the needs, concerns and issues of schools, the afterschool field and communities to the development of new policy initiatives and OST resources.
- Conduct policy and field research as needed to support the development of the network’s initiatives, including legislation, state budget requests, school-community partnership initiatives, etc. Work with experts and stakeholders in the field to help form the network’s projects.
- Build and maintain ongoing relationships with state legislature and administration to increase the network’s visibility, and represent the network as needed.
- Strengthen and broaden the network statewide to include a broad base of school leaders and personnel, community leaders, businesses, and other partnerships in support of children and youth’s needs in the afterschool/OST space.
- Increase the NAN’s sustainability, including working with partners to maintain a strategic plan, build relationships with both public and private funders, develop fundraising strategies, and write grants.

Skill Areas & Abilities

- Meeting facilitation and negotiation skills.
- Experience working with a Board and/or Advisory Committees preferred. Experience with facilitation of virtual meetings preferred.
- Familiarity with afterschool/OST programs and practices for school-age youth, grassroots organizing, state agency practices, and statewide policy
- Experience with budget development.
- Strong people skills and an ability to relate to diverse groups and individuals.
- Effective listening and strong verbal and written communication skills.
- Public speaking.
- Media and communications experience.
- Management skills, with an emphasis on team building and a collaborative approach.
- A strong work ethic, self-motivation, and dedication to system change to benefit children and youth are very important.
Minimum Qualifications

- Bachelor’s Degree with preference to child and youth development; education; communications; public policy; public administration; social work; or a related field.
- Must have at least 3 years’ experience work in an afterschool/OST setting and/or with afterschool/OST programs.
- Event planning and execution.
- Grants management, reporting, and/or grant application experience
- Report writing, data analysis, program evaluation, and research experience
- Ability to use current versions of word processing, spreadsheet, presentation and publishing software applications.
- Travel will be required throughout Nevada for meetings or nationally for conferences.
- Must have valid driver’s license and current auto insurance.

Preferred Qualifications or Experience

- Experience with project management software and/or developing a detailed plan to manage multiple projects at the same time with multiple teams
- Experience in the area of policy development, afterschool programming, education, and/or coalition building on a local, statewide, and national level
- Familiarity working with Nevada programs, agencies, school districts, etc.
- Current Nevada residency preferred.

Work Environment

These positions are open to any individual residing within the state of Nevada; relocation to Las Vegas is preferred but living in Nevada is required. These position offers flexible scheduling, the potential for a hybrid work environment, professional development, tuition assistance, 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.

The Difference You Will Make

Improve the lives of children and families living in Nevada by using rigorous community-based research, evaluation, advocacy, and collaborative partnerships to guide public policy and program development.

Commitment to Diversity

NICRP celebrates diversity, equity, and inclusiveness. NICRP believes in a world that is inclusive in approach and where equal opportunities and equitable outcomes exist for all. We are committed to developing and supporting a diverse, equitable, and inclusive community, where all faculty, staff, and students create and feel a sense of belonging. By fostering an open and welcoming work environment, our faculty, staff and students are able to collaboratively learn, work, and serve our community.
We embrace individual uniqueness along a number of social dimensions, including, but not limited to: race, ethnicity, and national origins; gender and gender identity; sexuality; class; disability; age; military, economic, and immigration status; geographic location; language and linguistic ability; and religion. We are especially committed to increasing the representation of populations that have been historically excluded from and marginalized in education, employment, housing, and vital public resources.

How To Apply

Please email a cover letter and resume to:
Amanda Haboush-Deloye, Executive Director
Nevada Institute for Children’s Research and Policy
Email: Amanda.Haboush@unlv.edu
Phone: 702-895-1040
Please include “Full name – Network Lead Position” in the subject line.