



POSITION:	Program Specialist: School Age Care (SAC) & Continuous Improvement
CLASSIFICATION:	Regular, Full-Time (40 hours/week), Hourly, Non-Exempt
LOCATION:	Hybrid – 1400 Van Buren St NE Suite 203, Minneapolis MN 55413
APPLICATION DEADLINE:	Open until filled with priority deadline March 22 nd , 2023
STARTING SALARY:	\$27.75/hr - \$32.25/hr (annual: \$57,720 - \$67,080) commensurate with experience
BENEFITS:	Health, Dental & Eye insurance, Employer contribution to HSA, paid time off, employer contribution to 403(b) retirement plan, short term disability

TO APPLY: Submit a cover letter and resume to kari@igniteafterschool.org. The subject line should read: Application – SAC Specialist

AGENCY SUMMARY:

Ignite Afterschool’s vision is that every young person in every community will benefit from the power of afterschool. As Minnesota’s National Afterschool Association affiliate and representative in the [50 State Afterschool Network](#), Ignite brings afterschool stakeholders together to address race, income and geography-based access gaps to high quality afterschool through advocacy, issue education, partnership building, professional development and continuous program improvement.

Ignite Afterschool believes that, to achieve our vision that every youth in every community benefits from the power of afterschool, we must address systemic inequities based on race. We use a racial equity framework to guide organizational policies, processes and decision making.

This position has dedicated funding through June 2024 with plans to continue the position dependent on meeting fundraising goals.

JOB SUMMARY:

During the 2023-2024 school year, Ignite Afterschool will launch a new school-age care (before/afterschool & summer programs for young people in K-6th grade) accreditation and continuous improvement program. Ignite Afterschool believes that young people have better experiences and achieve stronger outcomes when they participate in *high quality* afterschool and summer programs. We seek a *Program Specialist for School-Age Care (SAC) and Continuous Improvement* who is passionate about supporting afterschool and summer programs to strengthen quality through continuous program improvement (CPI). The *Program Specialist for School-Age Care (SAC) and Continuous Improvement* will be responsible for implementation of this new accreditation and continuous improvement program.

The *Program Specialist’s primary function* is to support school-age care program providers to successfully participate in the accreditation and program improvement process and to implement program improvement, coaching and other program capacity building supports. This work will build off of [Believe It. Build It. Minnesota’s Guide to Effective Afterschool Practices](#) and the [Making Meaning with Multiple Data Sets or M3 continuous program improvement cycle](#). The *Program Specialist’s secondary functions* include 1) supporting implementation of the annual Making Meaning with Multiple Data Sets Continuous Program Improvement cycle and 2) acting as the organizations primary staff coordinator for Ignite’s Salesforce customer relationship management (CRM) system, which tracks network partner participation in accreditation, continuous improvement and professional development opportunities. As a network, Ignite Afterschool is only successful when we have positive and healthy partnerships with afterschool programs and afterschool intermediaries across the state. The Program Specialist must be committed to equity and skilled at working with others, building positive relationships, and engaging our partners in efforts that promote youth program quality.

In the first year, the Program Specialist will:

- Participate in final implementation steps and wrap-up of Ignite’s Interim SAC Accreditation Program that will conclude June 30th, 2023 (this process provided an interim accreditation solution until a permanent accreditation program is developed and launched).
 - Attend and participate in the SAC Accreditation Design Work Group meetings (group of SAC stakeholders informing development of the new accreditation program)

- Attend/shadow accreditation site visits with Interim SAC Accreditation Program validators (review program site evidence towards meeting accreditation standards)
- Ensure participating program sites receive final accreditation status results by June 30th, 2023 and ensure accreditation status is recorded in Salesforce CRM
- Coordinate development and use of both program and marketing/promotional materials and ensure they align with Ignite Afterschool's brand.
 - Coordinate materials production timeline and work with contracted copywriter and graphic designer to design final SAC Accreditation & Continuous Improvement Program materials
 - Coordinate development and sharing of promotional materials and other strategies that promote participation in the SAC Accreditation Program by school-age care program stakeholders across the state
 - Facilitate engagement of additional, appropriate Ignite Afterschool staff and partners in SAC Accreditation & Continuous Improvement Program materials design and promotion
- Coordinate launch and implementation of newly developed SAC Accreditation & Continuous Improvement Program
 - Develop and manage an implementation workplan with timeline.
 - Complete and submit an application to the State of Minnesota Department of Human Services to ensure newly developed accreditation qualifies for increased Child Care Assistance Program reimbursements rates.
 - Manage registration process for programs participating in the accreditation program and track accreditation status in the CRM.
 - Contribute to the design of and provide technical assistance, workshops and coaching to school age care programs participating in the accreditation program.
 - Coordinate all relevant contractors working to support the SAC Accreditation Program
 - Gather feedback from participating programs to inform continuous improvement of the accreditation program.

ADDITIONAL JOB RESPONSIBILITIES BEYOND YEAR ONE:

- Coordinate school-age care program providers successful participation in the accreditation and program improvement process and implement program improvement, coaching and other program capacity building supports.
- Provide logistics management for annual implementation and improvement of the *Making Meaning with Multiple Data Sets (M3)* program improvement cycle which includes managing M3 Huddle process facilitator licenses and contracts, ensuring M3 huddles take place statewide, collecting evaluation and participation data in regards to annual participation in M3.
- Manage use of Ignite's Salesforce CRM, especially as it relates to properly recording and documenting participation in continuous improvement, accreditation and professional development opportunities including development of "how to" written guides to support staff training on use of CRM.
- Engage in strong financial management, sustainability, and network evaluation.
 - Work within approved project budgets and submit invoices and track expenses.
 - Contribute to grant prospecting, writing, and grant reporting as relates to job functions.
 - Prepare presentations, draft briefing memos, and lead workshops and trainings at industry and regional conferences
 - Oversee and manage the work of relevant national service volunteers (i.e. VISTA, Promise Fellow), interns, and contractors contributing to work under the positions' purview
 - Work with relevant staff to track activities in a CRM and use CRM for network evaluation
- Perform all duties, and ensure relevant contractors also perform all duties, in compliance with relevant data privacy and integrity policies and participate in necessary data privacy and integrity trainings.

QUALIFICATIONS & KNOWLEDGE - Education and Experience:

Required

- Minimum of 3 years' experience managing afterschool and/or summer youth programs for young people in K-6th grade.
- Minimum 3 years' experience managing project timelines, implementation and deliverables.
- Strong, demonstrated knowledge of afterschool and youth development effective practices, program quality, AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER M/ F H DV

assessment and continuous improvement tools, issues, and research.

- Experience using a customer relationship management system or equivalent (e.g. Salesforce).
- Ability to travel to meetings throughout the Twin Cities and, occasionally, around the state. Some national travel.
- Experience and familiarity using basic workplace tools such as Microsoft word, Excel, Powerpoint, Zoom, Dropbox, and Google docs/forms/slides.

Preferred

- Experience managing school-age care youth programs for young people in K-6th grade.
- Experience designing and leading professional development and coaching opportunities for youth work and school age care staff.
- Experience participating in accreditation and/or youth program continuous improvement activities including evaluation of social programs and/or data collection for evaluation and continuous improvement
- Bachelor's or higher degree with a degree in youth studies, education, social work, program evaluation, or other relevant area of study.

Knowledge, Skills and Abilities:

- Strong interpersonal skills, ability to provide superb customer service, and build positive relationships with partners
- Excellent project management skills and detail oriented
- Superb ability to communicate ideas effectively in written and oral communication. Ability to make data accessible and understandable to others.
- Thrives in an environment with multiple perspectives; ability to build productive relationships with a diverse group of stakeholders and partners. Enjoys working with others and motivating them to act.
- Comfort with complexity; flexible and adaptive. Ability and willingness to work with two different networks and staff teams
- Comfort with and an aptitude for technology and database management
- Comfort with public speaking and presenting

Agency's Website: www.igniteafterschool.org