



**Alexandria Youth Support Network
Program Quality Manager
FT Contract Position (March-December 2024)**

Overview

Hosted by ACT for Alexandria, the [Alexandria Youth Support Network \(YSN\)](#) is a growing expanded learning/out-of-school time intermediary that supports a network of community organizations, government agencies, schools, and other partners dedicated to improving the equity, quality, and continuous innovation of K-12 youth-serving programs in the City of Alexandria. The YSN has experienced rapid growth and development since its inception in 2020. The network will be branding as “Alexandria Beyond the Classroom” this year and begin evolving into an independent entity.

Position Summary

The Program Quality Manager is a new contract position responsible for strategic development and management of the YSN’s program quality and professional development initiatives. With the guidance of the Weikart Center for Program Quality, this position will lead and support a cohort of 10-15 program leaders through the [Youth Program Quality Intervention \(YPQI\) process](#). The Program Quality Manager will also assume responsibility for the network’s social-emotional initiative, assess additional network professional development needs, and support the Executive Director with the ongoing development and management of the network.

Position Role & Responsibilities

Program Quality Cohort

- Attend Weikart Center for Program Quality Youth Work Methods Training of Trainers from March 26-28, 2024, in Ann Arbor, Michigan
- Lead a cohort of 10-15 program leaders through the Weikart Center’s [Youth Program Quality Intervention \(YPQI\) process](#), while modifying the process to ensure effective participation for all cohort participants
- Facilitate cohort meetings
- Visit program sites/locations to learn about the participating cohort organizations
- Schedule observations, evaluations, and assessments
- Support and guide cohort participants in gathering, recording, and analyzing data
- Attend coachings with Weikart Center staff to learn how to observe, assess, and provide feedback/support to providers
- Consistently seek feedback on the YPQI process from cohort participants to prepare recommendations on the continuation and development of the YPQI within the network
- Make recommendations for additional strategies and initiatives to support program quality for YSN members
- Provide updates to the Executive Committee about the cohort’s progress and achievements with co-chairs

Social-Emotional Learning (SEL) Initiative

- Lead the network's SEL initiative with the support of the work group co-chairs
- Facilitate work group meetings
- Support the selection process for an SEL professional development pilot that meets providers' needs and bridges SEL frameworks utilized across the City of Alexandria
- Plan the SEL professional development pilot in collaboration with the work group co-chairs
- Implement and lead the pilot program
- Provide updates to the Executive Committee about the SEL initiative progress and achievements with co-chairs

Additional

- Participate in monthly network Executive Committee meetings
- Assist with ideas for the growth and development of the network, including potential program coordination models and membership structure
- Write and circulate the network newsletter
- Collaborate on other network communications (social media, website/program locator)
- Represent the network at local, regional, state, and national convenings as needed
- Provide support on budget management, grant writing, and reporting as needed

Skills & Experience

- Working knowledge of out-of-school time programs, before care/after care and youth development
- Understanding of systemic racism and ability to apply a racial equity lens
- Champion for diversity, equity, and inclusion with a strong background in K-12 programming professional development, evaluation, quality assessment, and program design
- Understanding, appreciation, and desire to support a diverse array of organizations; willingness to employ flexibility with various organizational needs
- Exceptional facilitation and presentation skills
- Track record as an effective leader and collaborator
- Exceptional attention-to-detail, organizational skills, and time management
- Excellent strategic, analytical, and problem-solving skills
- Self-starter with strong project management skills and ability to manage multiple deadlines
- Willingness to be part of a dynamic, emergent initiative
- Comfortable with technology

Structure

- The position will report to the Alexandria Youth Support Network Executive Director.
- This is a hybrid position. All in-person meetings will be in Alexandria, Virginia.
- This position is funded from March-December 2024 and will be paid as an independent contractor through ACT for Alexandria. The contract could be extended pending funding, and the position may evolve.
- Contractor fee range: \$65-75K for March-December 2024

To apply, please submit cover letter and resume to Caitlin Brown (caitlin.brown@actforalexandria.org) by Wednesday, February 14, 2024.