



## Manager, NC Center for Afterschool Programs

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The North Carolina Center for Afterschool Programs (NC CAP) at the Public School Forum of North Carolina is a comprehensive statewide afterschool and expanded learning network. We believe how students spend time outside of school is a determining factor in their success, in school and in life.

Established in 2002, NC CAP works with key partners, including afterschool providers, state agencies, state and local policymakers, universities and community colleges, business, and the philanthropic community, to increase access to high-quality afterschool and expanded learning opportunities for children and youth, particularly low-income children and those at risk of educational failure. NC CAP is part of a 50-state Afterschool Network focused on improving education and out-of-school time opportunities for children and youth.

We are seeking a full-time Manager for NC CAP who will serve as the network lead for the state of North Carolina. The NC CAP Manager will work with key partners to develop, lead, coordinate and drive the network's initiatives. He or she will guide the design and delivery of professional development opportunities, advocacy, and shaping of policy that advances afterschool learning and brings together state and national afterschool stakeholders. The NC CAP Manager will also lead our annual conference, SYNERGY, the only statewide conference that brings together providers of out of school time programs, along with education and community stakeholders.

NC CAP is housed at the Public School Forum of North Carolina, a statewide K-12 nonprofit education organization.

NC CAP's current priorities are:

- **Connect afterschool programs across NC** with each other and provide info, best practices, funding opportunities, and professional development/technical assistance (highlighted by our annual SYNERGY conference) to help strengthen and grow afterschool programs in the state.
- **Provide parents/students/public with access and information about afterschool and out of school time opportunities across NC** through an online searchable database.
- **Advocate for policies** at the local, state and federal level that **recognize the importance of afterschool/out of school time learning**
- **Infuse STEM learning into afterschool programs** to both demystify and ignite passion in all students around STEM and utilize the afterschool space to reach those students traditionally underrepresented in STEM fields – particularly girls and students of color.

The manager will:

- Lead, coordinate and oversee the network's initiatives and operations.
- Work with the Advisory Board to develop NC CAP's priorities and initiatives.
- Oversee ongoing communication among the statewide network and ensure broad distribution of best practices, and policy and advocacy information.
- Increase the network's visibility, and represent the network as needed.
- Work to connect the needs, concerns and issues of schools, the afterschool field and communities to the development of new policy initiatives.
- Work with key stakeholders nationally, including other statewide afterschool network leads. Serve as the point person for the Afterschool Alliance to support national policy efforts.
- Increase the network's sustainability, including developing relationships with both public and private funders.

**Qualifications:**

- Experience with and commitment to afterschool, out of school and informal learning. The ideal candidate will have two or more years working with or in an afterschool or informal learning environment.
- Excellent organizational and relational skills; self-starter; exceptional attention to detail.
- Strong people skills and an ability to relate to diverse groups and individuals. Effective listening and strong verbal and written communication skills. Public speaking.
- Effective writing skills; ability to write well and produce written products, including grant and funding proposals
- Computer, web, and social media proficiency.
- Bachelor's degree required.

**Compensation**

This is a full-time position that offers competitive compensation commensurate with experience, a generous 401K retirement plan, personal leave policy, and term life insurance policy for employees.

**Applying**

Submit cover letter and resume to Rhonda van Dijk at [rvandijk@ncforum.org](mailto:rvandijk@ncforum.org) – please include job posting title in subject line. Job posting closes March 17, 2017.