



Position: Manager, Training and Talent Development

Organization: After-School All-Stars

Location: Open location, with significant travel

Organization Background:

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to nearly 75,000 children on nearly 350 school sites in 19 chapters across the U.S. Our vision for our All-Stars are: to be healthy and active, to graduate high school and go on to college, to find a career that they love and to give back to their communities.

A Unique Opportunity:

After-School All-Stars is currently seeking a dynamic leader to serve as the first ever Manager of Training and Talent Development. The Manager will work closely with the Director of Curriculum and Training and the Sr. Director of Talent Development to develop a training program and library that is aligned across all staff levels and integrates both Program and Human Resources objectives.

General responsibilities include:

- Design and manage competency-based staff training, building structures to support staff professional development that allows ASAS employees to be their best selves and be effective in their roles
- Develop and deliver trainings across the organization on a broad array of topics including but not limited to program pilots and objectives, organizational culture, leadership development, and performance management
- Lead planning and development of high-impact professional development opportunities across the organization
- Execute strategy for learning and development that ensures individual staff members are effective in their role and that ASAS meets or exceeds its organizational staff retention goals
- Advise key leaders and managers in how to allocate staff professional development dollars
- Embody the philosophy and professionalism of the National Programs and Training Department
- Research, read, compile, vet, and incorporate data and field research into Program and HR Team trainings and resources
- Author Professional Development materials including training outcomes, talking points, agendas, handouts, and PowerPoint decks
- Plan and coordinate training events including selecting training venues, vendors, learning platforms, communicating training outcomes, securing partnerships, communicating schedule, plans and updates, holding expectations with staff and participants
- Facilitating trainings (in-person and webinar) to small and large groups with clarity, enthusiasm, and depth of knowledge
- Perform site visits and observations that include pre-coaching conversations, documented notes and use of observational tools, feedback and coaching sessions, and follow up support and resources
- Keep personal and professional information on employees confidential and protected
- Receive feedback, coaching, and input on your communication, facilitation, and management styles and abilities
- Support other department and divisions with language, context, and information about Program vision and strategy for the organization
- Support the Network (Region, Chapter, Site) in the creation of effective staff practices, including core competencies, culture, quality standards

Who should apply?

The Manager of Training and Talent Development should embody the ASAS core values: proactive, collaborative, entrepreneurial, accountable, and transparent and should also be:

- 5-7 years' experience management experience, including organizational development and change management
- School site-based experience preferred
- Detail oriented with strong organizational, project management, and follow-up skills

- Friendly and outgoing with strong “people skills” and the ability to build relationships
- Self-starter with an ability to work with limited direction
- Ability to develop trusted relationships across all levels of the ASAS team, built on professionalism, follow-up and accurate communication
- Proven time management skills and ability to prioritize in a constantly changing environment with competing demands
- Excellent coaching/training skills
- Demonstrated passion for ensuring employees have the resources, skills, and competencies to be their best selves and be effective in their jobs
- An undergraduate degree is required

Salary and Benefits:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS offers a competitive benefits package, including medical, dental, vision, 18 days of paid time off, and 15 paid holidays.

How to apply:

Please submit a resume and cover letter in PDF format via e-mail to: asasjobs@afterschoolallstars.org. Please put "Training and Talent" and your last name in the subject heading.

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org