



Position: Program Manager
Organization: After School All-Stars Chicago
Location: Chicago, IL

ORGANIZATION BACKGROUND:

Founded in 1992, After-School All-Stars provides free, daily afterschool programs to over 90,000 youth in over 725 schools and sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities..

A UNIQUE OPPORTUNITY:

The ASAS-Chicago Program Manager serves as the chapter lead and liaison for the organization's innovative partnership model with the Chicago Public Schools OST department. The Program Manager works directly within the district offices and focuses on ensuring the programs are dynamic, scalable, and effective.

SPECIFIC RESPONSIBILITIES:

Program Strategy and Evaluation

- Support the CPS Out-of-School Time department, School Administrators, and Site Leaders to establish the program framework, curriculum, and operations at participating school sites.
- Recruit and partner with CPS schools to provide high quality programming.
- Identify, train and support instructors at participating school sites to ensure implementation with fidelity.
- Develop strategies for the recruitment and retention of schools, teachers, and student participants.
- Collaborate with the ASAS National Development Team to secure funding from the public and private sectors.
- Collaborate with the ASAS National Evaluation Team to conduct program evaluations and ensure completion of all reporting requirements for stakeholders.

Program Operations and Implementation

- Serve as a liaison between the organization and the school sites (i.e. school personnel and community partners).
- Sustain effective program planning throughout the year that includes programmatic requirements, timelines, stakeholder management, training plans, and budgeting.
- Maintain good-standing as a Vendor within the district and the State of Illinois
- Ensure that student records and attendance data are maintained accurately.

Development and Marketing

- Assist in the marketing of chapter and programs to the local non-profit and education communities.
- Attend donor and partner meetings as needed.
- Assist with planning and facilitating site visits for external stakeholders.
- Serve as lead staff to plan and execute all partnership events.

WHO SHOULD APPLY?

The ASAS-Chicago Program Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. The Program Manager is a leadership position and is expected to have at least five years' experience in the nonprofit, education, or youth development sector with demonstrated success in program and organizational oversight. A successful candidate will have excellent interpersonal and written communication skills. A multi-tasker whose detail-oriented and highly organized and can meet multiple deadlines who can work well independently and, in a team, setting. In addition, possess a basic understanding of the local non-profit landscape and experience working with Chicago Public Schools is preferred. Must clear DOJ & FBI Livescan and tuberculosis test. An undergraduate degree is required, masters preferred.

SALARY AND BENEFITS:



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The salary for this position is commensurate with the qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, and 25 paid organizational holidays (including one week at Thanksgiving and two weeks at each calendar year-end)

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY:

Please submit a **resume and cover** letter via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format and indicate how your experience is relevant to this role with [After-School All-Stars](http://www.afterschoolallstars.org). Please put "ASAS Chicago Program Manager" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org