



THE AFTER-SCHOOL CORPORATION

POSITION AVAILABLE Policy Coordinator

The After-School Corporation (TASC) is a nonprofit organization dedicated to giving all kids expanded learning opportunities that educate, support and inspire them. TASC's vision is that kids from all backgrounds will have access to the range of high quality activities beyond the school day that every family wants for their children: experiences that support their intellectual, creative and healthy development and help them to be their best, in and out of school.

Within TASC's Policy and Research Division, the Policy Coordinator will play a critical role in developing and advancing TASC's policy agenda to expand learning opportunities for all children. Reporting to the Vice President of Policy & Research, the Coordinator will analyze policies that affect children's well-being and future success, and develop and disseminate recommendations that support TASC's ELT approach throughout the country.

Responsibilities:

- Use multiple methods to analyze policies and develop recommendations to foster changes within school systems, community organizations, and government agencies in order to increase the quality, availability, and sustainability of expanded learning opportunities at local, state, and national levels.
- Lead specific policy efforts in topics related to and in support of effective expanded learning time, such as student transportation, working with children with special needs, or transforming low-performing schools.
- Develop policy documents (memos, briefs, case studies) that support TASC's policy agenda.
- Build and maintain meaningful working relationships with outside entities and individuals, including those working in education, youth development, related government agencies, and funding institutions.
- Work on cross-functional teams to contribute to and improve implementation of demonstration and technical assistance projects and efforts to bring successful innovations to scale.
- Coordinate all aspects (including scheduling, attendance, planning content, booking speakers and travel, preparing materials, and following-up) of meetings conferences and workshops related to policy, advocacy, and system building.
- Design and deliver presentations at meetings and conferences and actively participate in work groups and advisory teams as needed.
- Other related duties, as required.

Qualifications:

- Advanced degree with at least two years of experience or a bachelor's degree with at least three years of experience
- Knowledge of public policy in education or youth services fields
- Strong research and analytic skills
- Demonstrated excellence in written, oral, and organizational skills
- Experience in providing professional training and/or technical assistance highly desirable
- Strong interpersonal skills and desire to work collaboratively with a sense of humor
- Ability to manage multiple projects in a fast-paced environment
- Strong computer skills: knowledge of Word, Excel, PowerPoint, and internet research
- Willingness and ability to travel within New York City, as well as statewide and nationally on occasion

Interested candidates should forward a cover letter and resume to:

TASC, 1440 Broadway, 16th Fl, New York, NY 10018, RE: Policy Coordinator Search
And or e-mail to: employment@tascorp.org, Subject: Policy Coordinator Search

No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.

TASC is an Equal Opportunity Employer