



## **Quality and Program Initiatives Manager**

*Location: Austin preferred; Texas statewide considered*

*Preferred application deadline: March 18, 2022*

### **About Us**

The Texas Partnership for Out of School Time (TXPOST) is a statewide intermediary whose mission is to convene, educate, and advocate to improve the quality and increase the availability of out of school time (OST) opportunities for Texas youth. We are committed to fostering and facilitating strategic collaboration and public investment to grow our network to better support OST programs; drive continuous quality improvement in OST programs; and promote sustainable access to high-quality OST programs for all Texas children.

TXPOST seeks a motivated and thoughtful individual to join our team as our first-ever Quality and Program Initiatives Manager. The Manager will oversee out of school time quality and program initiatives and integrate these initiatives fully with broader quality improvement and community partnership efforts that support our strategic goals and overall mission. The Manager will also partner with the Executive Director and Director of Outreach and Engagement on advocacy, communications, and programmatic work. Successful candidates will demonstrate an ability to assess, organize, and integrate TXPOST's quality and program initiatives to support TXPOST's internal organizational and external intermediary network objectives. The Manager will report directly to the Executive Director.

### **Key Duties & Responsibilities**

#### *Quality Systems Management*

- Facilitate quality and quality improvement efforts across programs and regions with a focus on system coordination, impact, and effectiveness
- Identify and activate cross-program and cross-sector partners to collaborate, generating opportunities for integration, alignment, and partnership

#### *Program Initiatives Management*

- Coordinate TXPOST's program initiatives, which currently include: youth entrepreneurship, service learning, and STEM



- Design implementation standards and practices for each program initiative in alignment with broader OST quality standards
- Serve as lead contact for pilot program engagements, including coordinating program recruitment, virtual and in-person trainings, technical assistance, and professional learning communities as appropriate
- Lead evaluation and assessment efforts for all program initiatives to measure impact and effectiveness

#### *Engagement and Administration Support*

- Connect OST programs with appropriate partners, resources, curricula, and programming
- Vet, curate, and develop quality and program initiative resources for the field and make recommendations on how resources are shared via TXPOST's virtual community
- Track activities that support specific goals and objectives for future reporting purposes, including assistance with grant reports and other publications and documentation
- Support TXPOST staff in advocacy, communications, marketing, and development functions related to quality and program initiatives

#### **Management Skills**

- Excellent project management skills coupled with a solutions mindset and a positive attitude
- Strong verbal and written communication
- Creative and analytical approach to problem-solving
- Demonstrated ability to understand and explain complex processes
- Demonstrated ability to prioritize simultaneous requests and meet deadlines
- Virtual and in-person meeting planning and facilitation expertise, particularly related to programmatic technical assistance, content training, and professional learning communities
- An eye for strategic review and evaluation, including the ability to prioritize information and reconcile conflicts



- Leadership mindset including a demonstrated ability to make thoughtful and balanced decisions
- Equity orientation that prioritizes inclusion and collaboration, particularly in stakeholder settings

### **OST Experience**

- Experience in out of school time, afterschool, summer, or youth development programming; experience in STEM, service learning, and/or youth entrepreneurship strongly preferred
- Strong understanding of and familiarity with continuous quality improvement standards, tools, assessments, and evaluation in the OST space
- Knowledge of adult learning best practices
- Experience establishing and maintaining positive interpersonal relations with OST program stakeholders, external partners, and colleagues

### **Compensation**

This is a full-time position. The salary range is \$50,000–60,000 per year based on qualifications and experience. This position is eligible for TXPOST’s 403(b) retirement plan, HRA reimbursement of up to \$250/ month, and paid time off benefits.

### **How to Apply**

Please submit your application [here](#). Note: the priority application deadline is March 18, 2022. After this date we do not guarantee review of submissions.

*TXPOST is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We value diversity and encourage candidates from historically underrepresented backgrounds to apply.*