About East Side Aligned

East Side Aligned (ESA) is the name of the collective impact movement within greater East St. Louis working to align and advance policy, practice and investment across sectors to ensure all children and youth are:

- Healthy, Safe and Secure
- Ready to Learn and Work
- Empowered to Create Change

The work of ESA is carried out by population- and issue-specific coalitions, such as the Greater East St. Louis Youth Coordinating Council. United Way of Greater St. Louis serves as the lead backbone support organization for the ESA movement.

About the Greater East St. Louis Youth Coordinating Council (YCC)

YCC is a coalition of out-of-school time (OST) providers committed to 1) increasing access to high quality programs, 2) ensuring readiness and well-being of children and youth, 3) increasing youth voice and leadership in programs, organizations and the community and 4) sharing data to ensure continuous quality improvement.

YCC leads efforts in greater East St. Louis to grow and sustain an integrated OST System that supports positive youth development. OST Systems are multi-organization efforts to ensure access to quality OST programs for children and youth in a shared community.

Position Responsibilities

A dynamic, self-initiating, detailed-oriented Program Quality Specialist is needed to support the development and coordination of quality improvement practices and professional development supports across a network of OST providers. This position will also provide facilitative leadership to providers advancing other priority goals of YCC.

Key responsibilities for this position will include:

- **Strategy and Coordination**
  - Support the development of plan for the strategic coordination of quality improvement opportunities in support of out-of-school time providers
  - Coordinate, and facilitate as needed, annual calendar of professional development opportunities that support positive youth development practices for over 150 youth development professionals
  - Identify and coordinate opportunities to build the capacity of leaders within the OST system to 1) provide external quality assessments across organizations and 2) become trained facilitators in key professional development areas
  - Collect and communicate learning opportunities beyond those provided by the OST system (i.e. provided by other entities within the region, online resources)
  - Manage administrative duties, including but not exclusive to tracking and reporting project expenses
  - Identify and develop strategy for emerging opportunities to support quality improvement (i.e. in-and-out of school alignment, academic or enrichment initiatives)

- **Facilitative Leadership**
  - Coordinate, facilitate, and document relevant meetings and activities
  - Facilitate ongoing communication within and across OST providers and work groups
  - Monitor progress and provide feedback for continuous improvement and accountability
  - Assist with various aspects of data collection, reporting, analysis and sharing
  - Prepare materials and regular reports on progress
• **Stakeholder Engagement**
  - Build and manage relationships with youth development professionals across the OST System
  - Support creation of opportunities for youth to give input to and lead OST System activities
  - Assist in creating materials to promote professional development opportunities to broader community of adults working with children and youth

• **Support Sustainability and Innovation**
  - Assist in identifying existing and new funding opportunities to support quality improvement efforts
  - Assist with reporting progress and outcomes to funders of the Out-of-School Time System
  - Stay up-to-date on what works within OST system building and youth development, integrating tools and resources from other communities

**Expected Deliverables**
Through the responsibilities described above, the Program Quality Specialist will be expected, at minimum, to produce the following in the first 12-months of employment. Deliverables will be developed in partnership with coalition members and other ESA backbone staff.

- Program Quality Standards for coalition program providers
- Quality Assessment cycle and model for engaging providers in assessment process
- Standard trainings identified or developed for all youth development professionals in ESA footprint

**Reporting Relationships**
This position will report to the ESA Systems Specialist, Out-of-School Time. Regular reports will be provided to YCC leaders through attendance at coalition meetings and written reports.

**Requisite Qualifications**
This person should be passionate about creating systems change, capable of big picture and detail thinking, with a track record of project execution and possess the following:

- Bachelor’s degree or higher in social work, education, public health, or related field, master’s preferred
- 3-5 years of volunteer or work experience in youth programs, non-profits, education or other related fields; experience in youth development practice preferred
- Possess the following competencies:
  - **Collaborative Leader** - Has demonstrated personal and/or professional leadership in multi-organization efforts by building consensus and drawing people into collaborative projects
  - **Communicator** - Able to share ideas, and describe what you know and what you are learning to diverse audiences via verbal and written communication
  - **Community Translator** - Understands diverse communication of stakeholders and serves as a bridge between the various communities and groups with an interest in ESA
  - **Practical** - Has the ability to manage the details of complex projects and get things done on time
  - **Lifelong Learner** - Desire to deepen understanding of complex social and economic issues that take complex solutions and share learning with others
  - **Politically Astute** - Broad non-partisan understanding of political and social issues influencing the public policy environment
  - **Strategic** - Understands the lay of the land and can work within it

** Desired Qualifications**
- Familiarity with the local area and/or focus of East Side Aligned
- Experience with youth development programming and an in-depth knowledge of the skills and competencies needed to facilitate youth development programs

To apply, please submit resume and cover letter to careers@stl.unitedway.org with subject line “OST Program Quality Specialist”.