



Program Associate Baltimore Civic Site

Deadline: Until filled

Location: Baltimore, MD

Group: Center for Civic Sites and Community Change

Unit: Baltimore Civic Site

Position Summary

The Foundation seeks a program associate to help inform and advance the education achievement strategy of the Baltimore Civic Site (BCS) team. The Foundation's Baltimore education and youth development investments support systems and partners to ensure city children are healthy, thriving socially and emotionally and succeeding in school. The successful candidate will possess a broad knowledge of evidence-based practice concepts in educating young children; an overall vision for birth through age 21 education and development strategies; and a commitment to sharing knowledge with BCS leadership and colleagues, partner organizations, parents and other community leaders. This position will report to the Baltimore Civic Site director.

Responsibilities

The program associate will support and inform the strategy of the Foundation's community-based education achievement work in Baltimore by:

- Helping to shape or refine an integrated and unified approach to the BCS team's current and developing efforts in Baltimore
- Supporting the director in connection with the Foundation's education and youth development strategies
- Leading the ongoing development and implementation of key strategies within the Baltimore portfolio focused on youth and young adults
- Working directly with and supporting BCS staff in the Foundation's role in citywide initiatives for collective impact on the well-being of children and families in Baltimore
- Working directly with and supporting BCS staff in the integration of a two-generation approach and strategy within the Foundation's education work in Baltimore
- Working with BCS staff and the Foundation's Grants Management team to process grants and contracts in a timely fashion, monitoring grant reports and serving as the liaison with Baltimore Civic Site grantees
- Helping to inform and document performance measurement in education- and youth development-related grant documents

- Researching, collecting, analyzing and using data as measures of Results-Based Accountability and to inform practices and decisions
- Representing the Baltimore Civic Site team at relevant meetings and conferences and assisting in organizing and participating in meetings, conferences and site visits
- Actively participating in and documenting team meetings and supporting the BCS team in achieving goals across the portfolio
- Performing such other supportive functions as needed

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications

- Bachelor's degree in education, policy or a related field preferred
- Familiarity and experience working with Baltimore City stakeholders, including government, providers, anchor institutions, nonprofits, Baltimore City Public Schools, other institutional partners and diverse populations and institutions preferred
- At least five years of professional experience, including at least three years of successful experience in the nonprofit sector or in school systems
- Familiarity with systems of care and best practices focused on high-quality early education, youth development, education support services and parenting education desirable
- Experience in self-managed, task-driven initiatives with the ability to balance the demands related to multiple projects and for multiple deadlines simultaneously
- Experience with and knowledge of evidence-based practice concepts
- Previous community-driven work and the ability to relate to and influence a variety of external partners, including civic leaders, community organizations, elected and appointed politicians, youth and parents
- Knowledge of and successful experience in urban communities
- Knowledge of public human service and education systems, as well as the public policies governing them
- Familiarity with Results-Based Accountability a plus

Essential Skills and Abilities

- Strong written and oral communication skills; ability to communicate with all levels of Foundation staff and external partners
- Comfortable with meeting new people, initiating relationships and building trust
- Ability to be effective working independently and in collaborative team environments
- Strong critical and strategic thinking; ability to identify new promising opportunities
- Strong analytical skills with the ability to conduct action-based research and analyze complex data
- Comfortable managing conflict
- Accountability for time and work products while juggling multiple priorities, timelines and relationships
- Demonstrated intellectual curiosity, creativity and preference for diverse professional challenges

- An entrepreneurial and highly motivated nature
- Political savvy with good judgment and excellent social skills
- Committed to improving the lives of children and families in need
- Proficient with computer software such as Microsoft Outlook, Word, PowerPoint and Excel

Tools and Equipment Used

Telephone, copiers, computer with Microsoft Office applications

Physical Demands and Workplace Environment

The work is performed primarily in an office setting, with offsite meetings and grantee site visits in Baltimore City. Occasional overnight travel may be required.

Compensation

This is an exempt position, meaning pay is on a salaried rather than hourly or daily basis. Starting salary is commensurate with experience. A strong benefits package will be provided.

Please apply online at www.aecf.org/about/jobs

For additional information, contact:

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