

Position Open

Program Associate, Expanded Learning Opportunities

American Youth Policy Forum

Deadline: July 10, 2009

AYPF is a nonprofit, nonpartisan professional development organization based in Washington, DC. AYPF provides learning opportunities for individuals working on policy issues affecting youth at the national, state, and local levels. Participants in our learning activities include Congressional staff, Executive Branch aides, officers of professional and national associations, Washington-based state office staff, researchers, education and public affairs media, and state and local policy leaders including Governors' education aides, chief state school officers, and state legislators.

AYPF's goal is to enable policymakers to be more effective in the development, enactment, and implementation of sound policies affecting our nation's young people. We believe that knowing more about youth issues, both intellectually and experientially, will help policymakers formulate policies that have a positive impact on youth. AYPF does not lobby or take positions on pending legislation. We work to develop better communication, greater understanding, enhanced trust, and to create a climate that will result in constructive action. For more information about our activities, please visit our web site at www.aypf.org

Position Summary

AYPF is seeking to hire a Program Associate to assist in the development of various AYPF learning events and products, including forums, field trips, and publications. Program Associates work on a range of education and youth policy issues depending on current grant projects, including middle grades and secondary school reform, postsecondary education access and success, youth employment and workforce development, afterschool programs and expanded learning opportunities, service learning and civic engagement, and juvenile justice.

The Program Associate will assist in organizing a series of Capitol Hill-based forums on afterschool programs and expanded learning opportunities for a national policymaking audience. This will entail conducting research on effective afterschool and expanded learning opportunities programs and policies, identifying potential topics and speakers for the forums, interfacing with the speakers to help design the content of the event, and helping to organize the event (with the support of the AYPF logistics team) and follow-up activities. The Program Associate will also provide support on other grants related to secondary school reform in terms of organizing forums and field trips and will provide content support to Senior Directors as needed. The Program Associate will work on these tasks under the supervision of a Senior Director or the Executive Director. The position requires limited travel. The Program Associate reports to the Executive Director.

Qualifications

- Experience in the field of education research and/or policy, ideally with a focus on afterschool programs or expanded learning opportunities, secondary school reform, and/or youth development.
- Demonstrated skill and experience in analyzing and interpreting qualitative and quantitative research and methodologies.
- Ability to summarize research and evaluative reports.
- Excellent writing, communication, critical thinking, and analysis skills, notably an ability to communicate technical knowledge clearly to a policymaking audience.
- Ability to work independently.
- Highly organized, detail-oriented, dedicated, responsible, and flexible.
- Master's degree in education, education research, or public policy preferred.

AYPF offers generous benefits and a small, congenial work environment. EOE/AA. Salary Range: Based on experience. Please send resume, cover letter indicating salary requirements, writing sample, and complete list of three references by July 10, 2009.

CONTACT US:

Email:

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Place "Program Associate, Afterschool Search" in subject line.

Fax or Mail:

Program Associate, Afterschool Search

American Youth Policy Forum

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(No phone calls please)