

Program Associate, Afterschool -- Position Open

American Youth Policy Forum

Deadline: April 18, 2008

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 them 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 and out-of-school time programs, service learning and civic engagement, and juvenile justice.

Initially the Program Associate will assist in completing the development of a research-based compendium on afterschool and out-of-school time programs that help improve outcomes for young people or that are innovative. This compendium will provide recommendations to policymakers and practitioners on effective policies and practices that help youth be more successful with regard to school and personal, social, and civic engagement and development. The Program Associate will be responsible for reviewing and analyzing research and evaluations for rigor and clarity, synthesizing findings across evaluations, and writing the compendium, which consists of profiles of evaluations and a synthesis of the findings. The Program Associate will also work with a group of experts who provide advice on the development of the compendium. The Program Associate will work on this task with the supervision of the Director.

The Program Associate will also organize Capitol Hill-based forums on afterschool and out-of-school time programs for a national policymaking audience. This will entail identifying potential topics and speakers for the forums and organizing the event and follow-up activities. The Program Associate will work with other members of the AYPF staff who provide logistical support for events.

Limited travel. The Program Associate reports to the Director.

Qualifications

- Experience in the field of education research and/or policy, ideally with a focus on afterschool/out-of-school time programs, 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 April 18, 2008.

Email: cveney@aypf.org with "Program Associate, Afterschool Search" in subject line

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