

Special Project Coordinator – New Mexico Out-of-School Time Network

Status: 40 hours per week (full time)

Reports to: Executive Director

The New Mexico Out-of-School Time Network (NMOST) brings together policymakers, educators, childcare providers, youth development workers, and other stakeholders interested in ensuring positive youth development opportunities and outcomes through afterschool programs. Our vision is that all children and youth in New Mexico have access to high quality afterschool and summer programs regardless of zip code and income. NMOST is a long-time member of the national 50 State Afterschool Network, committed to the development and sustainability of quality afterschool and summer programs across the U.S.

NMOST is seeking a driven candidate with a dedicated interest in expanding positive youth development, entrepreneurship and service learning opportunities for K-12 youth through afterschool and summer programs statewide, especially in under-served communities. The successful Special Projects Coordinator cares deeply about making a difference, sees challenges as opportunities, and enjoys a collaborative approach.

The Special Projects Coordinator will work closely with the NMOST staff team and partners at the national, state and local levels to disseminate resources, research, plan and implement training and workshops, engage with partners and providers, and collect data for evaluation purposes.

PLEASE NOTE: The funding for this position is grant funded and dependent on continued funding from multiple sources. This position is hybrid for the time being and the Special Project Coordinator works closely with staff on a daily basis virtually as well as in-person. The candidate must be based in the state of New Mexico.

Responsibilities:

1. Build and strengthen partnerships at the national, state and local levels focused on youth development, STEM, entrepreneurship and service learning.
2. Work closely with the NMOST team to incorporate youth entrepreneurship and service learning into our current initiatives and events, including the annual Fall Into Place Conference, the OST Leadership Institute, and our Advancing Young Women in STEM initiative.
3. Coordinate and plan professional development training events for afterschool and summer programs.
4. Provide technical assistance and serve as liaison for associated projects.
5. Establish a strong community outreach and engagement strategy with the afterschool community.
6. Participate in existing community events and initiatives as assigned.
7. Oversee mini-grants for afterschool and summer programs focused on youth entrepreneurship and service learning.
8. Work with staff to create a plan to measure impact and share results.
9. Identify and elevate successful OST programs as models through communications.
10. Support NMOST's fund development strategies, partnerships, grant writing and reporting.

11. Coordinate and create content for e-newsletter, social media, and website, including best practices, tools, resources, training, and events.
12. Prepare agenda items and provide periodic and summary reports on all areas of responsibility.
13. Other duties as needed.

Qualifications:

- Undergraduate or graduate degree in public health, child/youth development, business, education, social work, and/or experience in a related field.
- An understanding of and commitment to diversity, equity, and inclusion.
- Experience and familiarity with afterschool, out-of-school time, and the youth development field.
- Experience in event planning, developing training and professional development.
- Dedication to system change to benefit children and youth.
- Excellent program management, organizational, and communication skills, including both written and speaking skills.
- Strong attention to detail, have a strong ability to manage multiple projects and/or problems as they arise, and meet established deadlines.
- Ability to work independently and manage several projects with a high level of proficiency.
- Ability to manage data and utilize data to inform practice.
- A well-rounded interpersonal skill set with the capacity to collaborate with many diverse stakeholders (including program providers, community partners, schools, and businesses).
- Values working in a small organization and maximizing his/her resources and talents for the team.
- Strong work ethic with demonstrated experience succeeding in a self-guided environment.
- Applicants must be willing and able to perform necessary job-related travel, in state.
- Must have own reliable transportation and insurable driving record.
- Must be able to work outside of normal working hours, including some weekends.

Compensation:

\$40,000 - \$50,000 annually, based on experience, plus generous leave policy, health care bonus, and retirement contribution.

Application Process:

Please send cover letter, résumé and 3 professional references to jmcconaughy@nmost.org

Please include “NMOST Special Project Coordinator” in the email subject line. This position is open and ready to be filled immediately. Please submit applications by February 5th. Applications will be accepted until the position is filled. We will be conducting interviews on a rolling basis, so consider sending in applications as soon as possible. **Applications without a cover letter will not be considered.**

NMOST is seeking a driven coordinator with interest in expanding positive youth development, entrepreneurship and service-learning opportunities for youth through out-of-school time programs statewide. The successful candidate cares deeply about making a difference and enjoys a collaborative approach. The Coordinator will work closely with the NMOST staff team and partners at the national, state and local levels to disseminate resources, research, plan and implement training and conferences.