



JOB POSTING

JOB TITLE:	Idaho Out-of-School Network (ION) Manager		
PROJECT:	Idaho Out-of-School Network		
LOCATION:	1607 W Jefferson, Boise, ID		
STATUS/HOURS:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<u>40</u> Hours per week	<u>100%</u> FTE
FLSA STATUS:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
PAY:	\$4,200 - \$5,000 per month		
EEOC CLASSIFICATION:	<input type="checkbox"/> Off & Mgr <input checked="" type="checkbox"/> Prof <input type="checkbox"/> Admin Serv <input type="checkbox"/> Service Wrkr <input type="checkbox"/> Tech		
REPORTS TO:	Program Director		
POSTING DATES:	December 15 thru January 3, 2018		

POSITION SUMMARY: The Idaho Out-of-School Network (ION) Manager will provide leadership to develop the systems, partnerships and networks to support the vision, mission and long-term goals of the Idaho Out-of-School Network as follows:

Mission ION will ensure that all Idaho youth have access to high quality out-of-school programs.

Vision ION will build capacity through leadership, partnerships and advocacy to ensure youth and families have the opportunity to participate in safe, inclusive, high quality out-of-school programs.

Long-Term Goals

- 1 - Create a sustainable structure of statewide, regional, local and school-community partnerships focused on supporting policy development at all levels.
- 2 – Develop statewide policies to secure resources necessary to sustain new and existing out-of-school community programs.
- 3 – Support statewide systems to ensure high quality out-of-school programs (high quality programs ensure youth are safe, active, learning and emotionally & socially supported)

The ION is aligned with the collective mission of the national network of statewide afterschool networks to build partnerships and policies that are committed to the development and sustainability of quality afterschool programs (NNSAN).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Expand, inform and engage partnerships

- Recruit and retain active and effective Steering Committee and Workgroup members representing after school program partners, businesses and other relevant constituents;
- Develop and maintain relationships with key state agency programs, legislators and the Governor’s office, as well as statewide business associations and key major corporations;
- Track partnership & provider engagement and other outcomes;
- Maintain, upgrade and expand an online directory of out-of-school programs;
- Maintain, upgrade and expand an online directory of community partners for out-of-school programs;
- Develop and execute a communications plan to include:
 - Updates to marketing materials, ION’s website, social media presence, earned media, and an e-newsletter, maintaining consistent messaging;
 - Define state level targeted audiences to reach each year;
 - Attract media coverage that reaches the targeted state level audiences and track impacts of the messaging strategies;

- Utilize a variety of communications tools to communicate compelling stories and issue briefs;
- Offer presentations at key state meetings and conferences;
- Create an online toolbox and training for local advocates on how to effectively communicate the benefits of high-quality out-of-school programs;
- Coordinate annual Lights On Afterschool events statewide;
- Connect diverse out-of-school program partners through online tools and in-person gatherings/events including:
 - Convening ION's annual "Power Up!" Out-of-School Summit, ensure representation of all targeted sectors (providers, businesses, community partners/leaders, policy makers, youth/families, and content experts);
 - Hosting/organizing community roundtables across the state on topic areas related to out-of-school programming (STEM, Literacy, summer, social/emotional support, health, family engagement etc.);

Engage policymakers in supporting out-of-school programs

- Create/execute outreach plan to policymakers;
- Compile 'Landscape Report' for policymakers reflecting OST in their community;
- Research and build an list of public funds that may support out-of-school programs;
- Create issue briefs to help policy makers see the value of support high-quality out-of-school programs;

Ensure providers have the support to offer high quality programs

- Work with IdahoSTARS team and program providers to create and promote a school-age quality track for out-of-school providers that offer consistent care for youth;
- Update and enrich ION's online hub of program tools and resources;
- Identify effective, research-based professional development opportunities for out-of-school program providers and host in-person training for frontline staff and program leadership;
- Maintain and promote ION's online professional development calendar (a collection of ION hosted and partners trainings or conferences);
- Work with Idaho universities and colleges and/or IdahoSTARS to create professional credits for out-of-school professionals;

Execute ION's Innovative Project focused on Middle School Youth:

- Form a taskforce to help lead the project;
- Survey middle school youth and families across the state to learn types and styles of programming that attract this age group;
- Identify high-quality out-of-school programs that may be a fit for Idaho middle school youth;
- Work with middle school out of school programs to pilot identified high-quality programs;

Manage the Network's Internal Capacity:

- Organize Steering Committee Meetings, 4 workgroup committee meetings (Finance Board, Quality & Professional Development, Communication & Events, and Data & Policy);
- Manage a team of AmeriCorps VISTAs and staff;
- Ensure sustainability of program through:
 - Appropriate resource planning, including ongoing efforts to secure programmatic funding through existing and new sources of funding;
 - Maintaining relationships and interactions with program funders to meet the match requirement of grant and secure additional funds;
 - Maintaining an ongoing awareness/scanning of opportunities and/or threats to program integrity;
 - Maintaining positive relationships with internal and external key stakeholders and the community;
- Work with project director, executive director, grant writer and others to identify opportunities for new project development consistent with program goals and objectives;
- Reflect on Network's progress annually and adjust strategies;

Risk Analysis and Management:

- Assume responsibility for the awareness, management and communication within Jannus of risk to employees, clients, volunteers, the program and Jannus that may arise in the course of program operations. These may include but are not limited to financial, personal safety, economic, political or legal risks.
- Regular and predictable attendance is an essential function of this position.

OTHER DUTIES AND RESPONSIBILITIES:

- Facilitate the development and pursuit of a statewide policy agenda that will lead to increases in state funding, improvements in program administration, and regulatory reform to support the system of afterschool and expanded learning programs;
- Encourage the creation and adoption of common afterschool program quality standards statewide;
- Represent the ION at meetings, conferences, before legislative and executive bodies, to public agencies, and in other venues to enhance ION's position as the stateside voice for expanded learning opportunities;

QUALIFICATION REQUIREMENTS:

- Understanding of local, state and national out-of-school landscape; knowledge of Idaho programs and policies preferred;
- Demonstrated commitment to positive youth development through community-based public and private entities;
- Experience coordinating and implementing professional development or similar activities;
- Experience advocating for out-of-school networks or related programs;
- Demonstrated success in budget development, fiscal management, fundraising, grant writing, and grant compliance;
- Collaborative organizational development skills;
- Effective strategic planning experience;
- Ability to prioritize multiple tasks and manage a portfolio of initiatives, partnerships and work areas;
- Demonstrated effective facilitation skills with diverse groups;
- Experience planning, organizing, convening and leading effective community meetings;
- Strong communication skills including written, verbal (including public speaking) and listening skills;
- Demonstrated effective relationship-building skills;
- Knowledge of legislative process and advocacy an asset;
- Willingness to travel within the state of Idaho as well as occasional out of state travel;
- Must have access to reliable transportation and be able to provide proof of state required liability insurance coverage;
- Must be able to pass a criminal history background check;

EDUCATION:

Bachelor's degree in Education or related field or significant relevant experience would be considered. Master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Standard valid driver's license required.

WORKING CONDITIONS:

Works in an office environment with frequent travel across Idaho and nationally for a variety of meetings as well as occasional national network meetings (Travel 15%-35%).

PHYSICAL REQUIREMENTS:

Must be able to tolerate varied weather conditions when traveling. Sitting, standing, walking, driving, repeated hand and wrist motions (for use of computers, phones, and other office equipment) are required. May be required to lift up to 30 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

TO APPLY:

Complete the required Jannus, Inc. Employment Application available at www.jannus.org and send with your cover letter and resume to info@jannus.org. Or fax to 208.336.0880 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702 by the above stated deadline.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.

Rev 8/9/2017