

	Dallas Afterschool Dallas Afterschool, a 501(c)(3) nonprofit formed in 2007 works to level the playing field for children of all races and economic backgrounds by informing community stakeholders, supporting afterschool and summer programs and their staff members, and coordinating community resources. We envision a community with the resources and the will to provide impactful learning beyond the school day for all children.		
Job Title:	Workforce Development Associate	Reports to:	Director of Advocacy and Strategic Partnerships
Employment Status/Salary	Full-Time \$55,000	Manages Others:	No
Job Description:			
Dallas Afterschool is seeking a Workforce Development Associate to develop, implement, and manage Out-of-School Time workforce development and career advancement programs at Dallas Afterschool. This role ensures compliance with all grants and contracts while achieving required outcomes and deliverables. The position serves as internal liaison to program staff on grant compliance matters and coordinates educational and support services for partner organizations and individuals in the Dallas Afterschool Workforce Development Hub.			
Key Responsibilities include: <ul style="list-style-type: none"> • Creates and implements a comprehensive Workforce Development Plan and programs that support Dallas Afterschool's commitment to preparing individuals for professional success and sustainable careers in youth development field. • Works closely with CEO, Director of Advocacy and VP of Programs to engage and build strategic relationships with partner organizations, the community, and stakeholders. • Develops program objectives, policies and procedures to assure consistency with Dallas Afterschool's mission, priorities and values. Ensures that the program is technically sound, evidence-based, and consistent with funder and stakeholders' priorities. • Maintains National Tutor Association Trainer certification and facilitates tutor training. • Manages recruitment of potential candidates, application, admission, and onboarding process for special programs, certification programs, and workforce related certification programs. • Provides oversight of program implementation including all activities, outputs, and outcomes related to project management including budget development and monitoring, financial transactions, execution of project plans, and project performance. • Conducts compliance reviews to ensure accountability of all project activities as well as the accurate and timely reporting of financial deliverables and obligations • Draft compelling progress reports and targeted program updates. Assemble all necessary supporting materials and documents including budget reports, outcome measurements, success stories. 			

Knowledge/Skill Qualifications
<p>Ideal candidates will possess the following qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree with a minimum of 5 years of program management experience preferred. • Experience in workforce development, non-profit sector, education, or afterschool experience is a plus. • Ability to implement and manage government grants and special funded programs. • Passion for the importance of quality afterschool and summer programs is a must. • Proficient in Microsoft Office, Google Workspace, and virtual communication tools.
How To Apply
<p>Please submit your resume to jobs@dallasafterschool.org and include "Workforce Development Associate" in the subject line.</p> <p>Dallas Afterschool Strategic Plan Initiatives:</p> <ul style="list-style-type: none"> • Amplify: Provide professional development for out-of-school time educators. • Inform: Serve as the trusted source for data and insight. • Mobilize: Build partnerships to expand access to quality programs. <p><i>Dallas Afterschool is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination based on race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic.</i></p>