



Dallas Afterschool

Dallas Afterschool, a 501(c)(3) nonprofit, was formed in 2007 with a mission to improve the quality and availability of afterschool and summer programs in our community. Dallas Afterschool acts as an intermediary for these agencies, providing professional development for program staff based on national best practice standards for quality. Working with 400 staff members at 180 sites throughout Dallas, we inform, train, support and evaluate programs collectively impacting 14,000 underserved K-12 grade students.

Job Title:	Quality Advisor	Reports to:	Director of Quality Assistance
Employment Status:	Full-Time	Manages Others:	No

Job Description:

The Quality Advisor has the primary responsibility for improving quality in afterschool sites by providing technical assistance for sites in our Program Quality Initiative (PQI) portfolio. In addition, the Quality Advisor will maintain effective relationships with PQI partners and work to implement best practices in partner agencies.

Key Responsibilities include:

- Provide on-site consultation and technical assistance to afterschool and summer programs participating in the PQI.
- Manage a portfolio of sites; develop trusted and engaging working relationships with site staff and execute strength-based coaching.
- Jointly develop a program improvement plan with partners based on reports provided by Dallas Afterschool assessors and maintain documentation of the program’s progress.
- Lead training events that support knowledge and implementation of afterschool and summer programming best practices.
- Support program staff in the implementation of skills and strategies acquired through training.
- Collaborate with Quality Advisors to assist programs in achieving goals specified in program improvement plans.
- Represent Dallas Afterschool and the PQI to stakeholders and interested parties, as appropriate.
- Participate in annual reviews of quality tools and quality improvement process.

Knowledge/Skill Requirements:

- Demonstrates the ability to join others and work toward a common purpose through demonstrating collaboration, effective communication, and teamwork skills and abilities.
- Detailed knowledge of best practices in out-of-school time programming and working knowledge of best practices in nonprofit management.
- Strong analytical and organizational skills.
- Demonstrates the ability to be flexible within a changing environment.
- General knowledge of Dallas and the inherent needs in urban, out-of-school time programming.

Professional Qualifications

- Bachelor’s Degree with a minimum of 3 years’ experience in an afterschool or summer program setting;
- Education related or youth development degree preferred;
- Experience in staff development and training;
- Experience with the Program Quality Initiative is a plus;
- Passion for the importance of quality afterschool and summer programs.

REMOTE EMPLOYMENT: Due to COVID-19, Dallas Afterschool agrees that employees may **work** from home five days per week so long as employee is able to fulfill the requirements of position and provided employee is generally accessible by phone, video conferencing platforms and email during business hours.