



Special Projects Manager

JOB DESCRIPTION

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life. ASAS Hawaii serves over 2,000 at-risk youth in 11 middle/intermediate public schools.

Roles and Responsibilities

The full-time, Special Projects Manager, under the direction of the President/CEO, will be responsible for the implementation of special projects throughout ASAS Hawaii programs. These special projects will include but are not limited to curriculum or programs secured through a variety of funding sources, new or pilot programs at schools not already hosting ASAS programs and existing projects that require support.

- Liaise with President/CEO re. grant deliverables and devise implementation plans
- Following up on implementation plans to ensure they are being enacted
- Establish data systems to ensure deliverables are met and data is collected
- Provide input into grant reports based on implementation and data
- Liaise with funding partners relating to curriculum or program that are being delivered and attend any regularly required meetings related to the funding source
- Working with Program Management and Site Coordinators to ascertain where support is needed related to special project implementation and goal attainment.
- Work with President/CEO to liaise with schools expressing an interest in bringing ASAS to their schools
- Assist with Program events when required
- And any other related task as assigned

Experience and Education

The successful candidate will:

- Have or undertaking an undergraduate degree. Study in education, social or human services, child development, recreation or related field is preferred.
- Have training/teaching/coaching experience
- Possess strong analytical, interpersonal and communication skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Be self-directed and require minimum oversight in the performance of their duties.
- Travel between schools is an integral part of the position, therefore the candidate will need their own transportation. In addition availability to travel interisland and stay overnight is essential.
- Be available some weekends as needed.
- Have three years or more experience in administration, project management and community programs.
- Have a familiarity with, and passion for, working with low income youth.
- Have the ability to work cooperatively and collaboratively with school district staff and program staff.
- Have the ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency situation.
- Be detail oriented with strong leadership, organizational, managerial and communication skills.
- Be familiar with Microsoft Word, Excel, Outlook and databases.

The candidate

- Must clear DOJ and FBI Livescan and TB Clearance

Duration: This is a contract position, with the contract lasting 30 months for the successful candidate, dependent on meeting performance expectations during that time.

Starting Base Salary: \$45,000 - \$50,000 based on experience. ASAS offers competitive benefits, included, but not limited to health, dental and vision.

Send a cover letter and resume to Paula Fitzell at pfitzell@asashawaii.org.