



**National Summer Learning Association
POSITION DESCRIPTION**

Manager of Community System Building

Summary

The National Summer Learning Association (NSLA) is the only national nonprofit exclusively focused on closing the achievement gap by increasing access to high-quality summer learning opportunities. NSLA recognizes and disseminates what works, offers expertise and support for programs and communities, and advocates for summer learning as a solution for equity and excellence in education. NSLA's work is driven by the belief that all children and youth deserve high-quality summer learning experiences that will help them succeed in college, career, and life.

The primary role of the Manager of Community System Building is to develop and implement projects and services that strengthen local summer learning systems and build capacity of community leaders and organizations. Responsibilities include managing and tracking deliverables and success metrics of same. The Manager plays an important role in collaborating with staff and contractors to ensure a seamless and coordinated approach.

Responsibilities:

- Build and maintain expertise on systems quality through reading research and other reports and participating in educational webinars and meetings.
- Manage community system building projects. Key activities may include consulting with community intermediaries and project partners throughout the project and / or facilitating data collection, assessment, and analysis, leading strategic planning with community partners, developing reports, and presenting findings to local stakeholders.
 - Manage development, maintenance, and use of community system building resources including the *Community Indicators for Effective Summer Learning Systems* and tools and templates for each project phase (Community Assessment, Community Coordination and Strategic Planning).
 - May participate in meetings with prospective clients.
- Develop, coordinate and facilitate professional and engaging system building trainings and workshops both face to face and online, including a workshop featuring our work and community examples at NSLA's annual *Summer Changes Everything* conference. Support implementation of annual training calendar in alignment with strategic plan and partnerships.

- Identify and document community system building best practices for use in organizational knowledge products and initiatives (i.e. case studies, publications, best practices database, trainings) and work with Program Quality and Communications teams to highlight community examples in ongoing communications activities.
- Maintain resource lists and databases of commonly requested information from the field, such as print and online curricula and assessments.
- Support implementation of NSLA's scope of work as a lead partner in the Campaign for Grade-Level Reading (Campaign). Core responsibilities include:
 - Manage development of technical assistance services and resources for the Network and individualized technical assistance for community funded contracts
 - Act as point of contact for Campaign for Grade-Level Reading community leads, and interface with the Network Community Support Center, national partners, and Network state leads
 - Track community activities and progress related to Campaign priorities
 - Manage and track community engagement in NSLA initiatives including Summer Learning Day, conference, Excellence Awards, and NVSS.
 - Participate in ongoing Campaign webinars and meetings including monthly partner and policy calls and Campaign quarterly reviews and consultative sessions
 - Support and participate in Campaign events or convenings as appropriate

Required Education and Experience:

- Required bachelor's degree and three years experience. Advanced degree preferred.
- Required experience in project management, training, and group facilitation.
- Experience in analysis and strategic planning preferred but not required.
- Working knowledge of the operations of school districts, city governments and intermediaries preferred but not required.
- Knowledge of and experience with community and youth development is preferred but not required.

The Manager of Community System Building position is based in Baltimore, Maryland. 20% - 40% travel may be required to execute specific program and/or events. Salary is competitive and commensurate with experiences.

Interested candidates should send a resume, cover letter, and salary history for the past five years to Monica Logan at jobs@summerlearning.org with the subject line: Manager of Community System Building.

NSLA is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply.