



Network Manager, East St. Louis Youth Development Alliance Position Description

ABOUT EAST SIDE ALIGNED

In 2015, community members developed a bold agenda—The East Side Aligned [Roadmap](#)—aimed at creating the conditions for all children and youth within the East St. Louis School District 189 footprint to be healthy and safe in their environments; socially connected and emotionally secure; successful in school, college, and work; and positively engaged in their community.

Comprised of over 180 strategies, the Roadmap reflects the community's aspirations for young people as well as the willingness of people and organizations to work together to create the conditions for children and youth to thrive throughout the cradle-to-career journey. In 2022, East Side Aligned (ESA), the organization, was formed to sustain the work of strengthening community collaboration and facilitating systems change.

Position Summary

The Network Manager is a full-time, 12-month position that provides facilitative leadership, project management, and other strategic supports to the East St. Louis Youth Development Alliance (YDA), equipping individuals and organizations with tools and resources to achieve shared goals toward increasing access to high-quality afterschool and summer opportunities for children and youth throughout the greater East St. Louis area.

Network Operations

- Coordinate, facilitate, and document YDA meetings, events, and other activities.
- Develop and manage YDA's operating and project budgets, ranging from five to seven-figures.
- Provide quality grant management and ensure compliance with all financial, administrative, and programmatic requirements.
- Develop and implement short- and long-range programmatic plans.
- Foster improved communication, coordination, and collaboration among YDA stakeholders.
- Guide and assist with implementing YDA evaluation activities.
- Supervise assigned staff, interns, practicum students, and/or volunteers.
- Manage relationships and contract deliverables with consultants and vendors.
- Identify and assist in pursuing funding opportunities.
- Build and manage relationships with diverse stakeholders to advance YDA goals.
- Create and facilitate opportunities for residents to engage and lead YDA activities.
- Support communications functions, including managing YDA's social media presence.
- Represent YDA on relevant local and statewide committees as well as at conferences.
- Other duties as assigned.

Program Quality

- Coordinate and/or facilitate a diverse array of professional development opportunities that support positive youth development, aligned with Illinois Afterschool Quality Standards.
- Provide ongoing training and coaching in quality improvement practices.
- Design and coordinate recognition activities.
- Collect and disseminate resources, tools, and external learning opportunities.
- Stay updated on what works within the out-of-school time field.

Requisite Qualifications

- 3+ years of experience in youth programs, education, or other related fields; youth development program experience preferred.
- Strong interpersonal skills to interact positively with staff, partners, volunteers, and guests. Experience participating and/or supporting collaborative groups preferred.
- Strong facilitation, project, and budget management skills.
- Experience managing public and private grants.
- Experience with program/project evaluation.
- Detail-oriented, organized, and able to multitask while meeting important deadlines.
- Ability to maintain professionalism and confidentiality in sensitive and/or complex situations.
- Strong writing skills; experience in drafting correspondence, reports, and other written documents.
- Self-starter with the ability to work both independently and in collaborative teams.
- Self-motivated and able to work well with frequently shifting priorities.
- Able to work with minimal supervision.
- Embody a commitment to racial equity, social justice, and individual and collective well-being.

Reporting Relationship: The Network Manager reports to the Executive Director.

Salary: \$55,500

Benefits (*Partial List*):

- Competitive medical/dental/vision insurance plans; 80% of base plan covered by ESA
- 4% 401(k) employer contribution
- Employer paid short-term disability, long-term disability, and life insurance
- Human-centered Paid Time Off (PTO) and Leave policies
- Flexible work schedules and the option to work remote up to 3 days a week

Submit cover letter, resume, and questions to admin@eastsidealigned.org

Position will be posted until filled