Manager of Training, Out-of-School Time (OST)

JOB SUMMARY:
Provide leadership and oversight to Starting Point’s work as Cuyahoga County’s Out-of-School Time work, which includes being the Systems Lead Agency in the MyCom Initiative. This role will co-lead the organization’s work to manage a comprehensive out-of-school time system, which includes: ensuring the provision of training and technical assistance to direct service providers, developing foundational asynchronous training content for new professionals in the OST field, manage contracts and network stakeholders, and engage with the broader community to identify ongoing learning opportunities for the organization. The Manager of Training, OST will report to the Vice President of Provider Services.

Duties and Responsibilities
- Project lead for OST training—including OST evaluation approaches, technical assistance, and co-convening network meetings.
- Co-lead the department in partnership with two other managers; clarifying project leadership and exemplary services.
- Work with internal stakeholders on the development and implementation of contracts for OST training services.
- Develop, establish, and maintain out-of-school time quality standards system aligned with best practices.
- Design and oversee all training opportunities—completing needs assessments of OST network in partnership with team; contracting with outside trainers for key training needs; design asynchronous foundational learning system; and work with Manager of Impact to effectively evaluate all training programs.
- Create and support the implementation of curricula for the OST network, including academic outcomes, wellness, and other supportive elements Convene, facilitate, and participate in assigned coalitions and task forces.
- Support data collection, compilation, interpretation, and dissemination efforts.
- Establish and nurture strategic partnerships with community organizations to ensure access to high-quality expanded learning and elevate the visibility of OST, expanded learning, youth development, and related issues.
- Maintain knowledge of best and promising practices in the national out-of-school time field.
- Complete other tasks as assigned for the successful outcomes of the department.

Qualifications
Minimum of bachelor’s degree in Non-Profit Administration, Social Work, Business, or related field; Masters preferred. Candidates should have 3-5 years of experience in developing and implementing training programs for adult learners. Must have computer skills, including proficiency in MS Office (Word, Excel, Outlook, and PowerPoint) and the ability to use cloud-based databases or be a quick study thereof. Must demonstrate the ability to communicate with a diverse range of people and organizations. Must be able to organize, prepare, and write reports. Must have the ability to work with an interdisciplinary team. The use of a car may be necessary. Applicants should have the ability to lift 25 pounds and perform the normal functions of a job that requires occasional travel, meeting attendance, and job duties outside and inside an office setting.
Starting Point is seeking a leader who can not only learn new material quickly, but also train others and manage the details of contracts, network needs, and provide technical assistance, as needed.

Additional desirable qualities include:
- Highly collaborative style; experience developing and implementing new programs and initiatives.
- Experience leading, motivating, and coaching a diverse team.
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently.
- Strong verbal and written communication skills.