

**Assistant Director
National Alliance for Partnerships in Equity Education Foundation
(NAPEEF)**

RECRUITMENT ANNOUNCEMENT

DATE: September 1, 2009

POSITION: Full Time Employee

SALARY: Based on Education/Experience

RESUMES DUE: September 30, 2009

ORGANIZATIONAL PROFILE:

The mission of the National Alliance for Partnerships in Equity (NAPE) is in partnership with others, to provide leadership, technical assistance, and professional development about equity issues in education related to workforce development, including career and technical education. In 2002, NAPE established the National Alliance for Partnerships in Equity Education Foundation, Inc. (NAPEEF) in response to requests by education and workforce agencies for assistance with program improvement efforts. The Foundation's mission is to expand career options and the economic potential of America's workforce by collaborating with stakeholders to build the capacity of teachers, administrators, parents and employers. For more information on NAPE and the NAPE Education Foundation, please visit www.napequity.org.

SUMMARY: Assists the Chief Executive Officer in the daily operation of the organization.

DUTIES AND RESPONSIBILITIES:

- Works with CEO and Board of Directors on strategic planning and developmental direction for the organization
- Develops, administers and evaluates programs and projects

- Assists the CEO with developing and managing organization's budget
- Works to proactively identify and assess potential funding sources for the organization
- Maintains regular communication with and acts as liaison on behalf of the organization to its state and affiliate members, Committee members, consultants and other affiliated organizations
- Providing technical assistance in program design, development, community relations and program operations
- Stays abreast of developments, concerns and activities of the organization and keeps CEO advised
- Supports CEO by providing advice, recommendations, and strategy on programs, hiring and administrative support of staff and consultants
- Responsible for supervision of professional and support staff
- Contributes to or writes press releases; coordinates preparation and publication of brochures, newsletters and reports
- Works with CEO to manage and coordinate organization's seminars, meetings, annual conference, trainings and other events
- Participates in and/or presents at events, meetings, briefings, trainings representing the organization
- Serves as backup in the absence of the CEO

QUALIFICATIONS:

- Masters' Degree, preferably with a focus on education
- Experience working in gender equity field
- Strong skills in designing and delivering training
- Exceptional research, analytical, writing and speaking skills
- Ability to manage multiple, competing priorities
- Capacity to meet targets and deadlines
- Strategic thinker and planner
- Willingness to travel
- Strong computer skills including word processing, spreadsheets and databases
- Knowledge of federal policy development and implementation, particularly in workforce development and education
- Demonstrated experience in career and technical education at the local or state level

APPLICATION PROCESS:

- Submit a letter of interest that includes a summary of qualifications related to the responsibilities, desirable background and skills.
- Submit sample document(s) of work done previously that relates to this position
- Information/portfolio of educational equity programs or projects the applicant has developed, worked on or managed
- Submit a resume including a list of three references knowledgeable about your qualifications in the listed responsibilities
- Application information should be emailed to **Joyce Ayers** at jayers@napequity.org and include your mailing address and phone number

For more information contact Joyce Ayers, jayers@napequity.org, 610-593-8038.

The National Alliance for Partnerships in Equity and the NAPE Education Foundation are equal opportunity employers. We do not discriminate in its employment or other practices against persons on the basis of gender, race, ethnicity, national origin, sexual orientation, age, disability or status as a disabled, Viet Nam era or more recent military action veteran. Persons from those groups protected by federal and/or state or local nondiscrimination statutes are strongly encouraged to apply.