



National Alliance for Partnerships in Equity Education Foundation

Recruitment Announcement Associate Director of Programs

Organizational Profile

The National Alliance for Partnerships in Equity Education Foundation (NAPEEF) is a 501(c)3 nonprofit organization that was created in 2002 to support the needs of the membership of the National Alliance for Partnerships in Equity (NAPE). NAPE is a membership-based consortium of state and local education and workforce development agencies, corporations, and national organizations, and individual professionals. NAPE and the Foundation share a common mission: **to build educators' capacity to implement effective solutions for increasing student access, educational equity, and workforce diversity**. This mission is met by collaborating with stakeholders in education through NAPE's four lines of business: professional development (PD), technical assistance, research, and public policy.

Position Description

An ideal **Associate Director of Programs** will be an educational equity expert, skilled facilitator and instructor, and an organized thinker who commits to best practices. As Associate Director, you will be an important part of the Programs Team that partners with educational and workforce institutions to shift mindsets and build internal capacity through professional learning. The work you will do every day—working with adult learners across the country—will enable our clients to center equity within their institutions, and therein increase the number of students realizing success. This is a full-time, remote office position within the continental United States, and requires travel up to 50%, and at times on weekends.

Reporting

The Associate Director of Programs reports directly to the Director of Professional Learning, who is responsible for management, goal-setting, professional development, and evaluation of the employee.

Duties and Responsibilities

- Collaborate with the Programs Team to develop and deliver high-quality programs (professional learning, technical assistance, etc.) responsive to client needs.
- Conduct training, including keynote addresses, conference workshops, and the implementation of NAPE's suite of professional development programs.
- Support institution-level change through technical assistance, consultation, and program improvement efforts.
- Collaborate with colleagues to improve and develop new resources utilizing current best practices in education.
- Work with Program Team to develop and disseminate materials and resources focused on educational equity in career and technical education, STEM education, and workforce development.
- Support NAPE's equity instructors to keep them up to date on current issues in educational equity and NAPE's programs.
- Mentor and support new NAPE instructors through the apprenticeship process.

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- Exhibit thought leadership in multiple dimensions of equity, with deep knowledge in gender, race, and class issues, and maintain a current pulse on the research literature on educational equity.
- Employ effective instructional and facilitation strategies in a wide variety of adult learning methods (kinesthetic, visual and auditory), that create safe spaces, and equitable learning environments for adult learners.
- Motivate and engage others to learn and grow through energetic and interesting speaking and teaching techniques.
- Assist in the planning and implementation of the annual National Summit for Educational Equity.
- Support NAPE and NAPEEF’s growth strategy.
- Perform other duties as required to achieve the organization’s mission.

Qualifications

- Master’s degree with a professional focus on education, or other relevant degree area.
- At least five years of experience in education, secondary or post-secondary. Administrative experience is preferred.
- Knowledge of educational equity issues and research.
- 3-5 years of experience developing and facilitating professional learning with adult learners.
- Understanding of secondary, community college, and/or university environments, as well as science, technology, engineering, mathematics (STEM), career and technical education (CTE), and related US workforce issues.
- Ability to work independently in a fast-paced work environment with strong work ethic to achieve high-quality output; comfortable with required 50% travel schedule (on average 3-4 trips of 2-3 days each per month).
- Excellent organizational, communication, and interpersonal skills; exceptional professional attitude.
- High ability with Microsoft Office.
- Experience addressing equity issues and delivering equity training preferred.

Compensation and Benefits

Compensation includes a competitive benefits package, and salary is commensurate with experience—within the provided range.

Salary Range: \$70,000-\$80,000

Application Process

Submit the following items, combined into a single PDF file, to:

Dr. Ricardo Romanillos, Director of Professional Learning at hiring@napequity.org.

1. **Letter of interest** that includes a summary of qualifications related to the responsibilities, desirable background, and skills.
2. **Curriculum Vitae** with details of your education, work history, publications, and highlights of speaking engagements.
3. **Portfolio** of professional work.
4. **Three professional references** knowledgeable about your qualifications in the listed responsibilities, including ONE supervisor.
5. **Contact information:** Mailing address, email address, and phone number.

Incomplete applications will not be considered, and **attention to detail** will be a major factor in the evaluation of applications.

Deadline for applications: *TBD*, or until the position is filled.

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Start date: Immediately upon hiring

Equal Opportunity Employer

The National Alliance for Partnerships in Equity Education Foundation is an equal opportunity employer. It does 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 military action veteran.

Persons from those groups protected by federal and/or state or local nondiscrimination statutes are strongly encouraged to apply.

Eligibility

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Must live in continental United States.