



# National Alliance for Partnerships in Equity Education Foundation

## Job Opening Programs Specialist

### Organizational Profile

The **National Alliance for Partnerships in Equity** (NAPE, <https://napequity.org>) is a consortium of state and local agencies, corporations, and national organizations committed to advance equity and diversity in classrooms and workplaces. Founded in 1990, the 501(c)(6) organization includes 39 member states, more than 300 local and community institution and organization affiliate members, plus individual members. The NAPE Foundation founded in 2002 is a 501(c)3. NAPE and the Foundation share the belief that every student deserves an education that prepares them to earn a living wage. We provide equity thought leadership and build capacity to transform education and workforce systems through our four areas of focus: Public Policy and Advocacy, Professional Development, Technical Assistance, and Research and Evaluation. We strive to achieve our mission to build educators' capacity to implement effective solutions for increasing student access, educational equity, and workforce diversity.

### Position Description

The **Programs Specialist** is a committed equity advocate, skilled facilitator, and experienced curriculum writer. This individual is an important part of the Programs Team who partners with educational and workforce institutions to shift mindsets and build internal capacity through professional learning. Their work enables our clients to center equity within their institutions, thereby increasing the number of students realizing success. This is a full-time, remote office position within the continental US, and requires travel up to 50% (when travel resumes) and at times on weekends.

### Reporting

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

### Duties and Responsibilities

- Conducts in-person and online trainings, including keynote addresses, conference workshops, and NAPE's suite of Comprehensive Educational Equity Programs.
- Supports institution-level change through technical assistance, consultation, and NAPE's Program Improvement Process for Equity™
- Collaborates with the Programs Team to research and develop curriculum:
  - Researches, designs, and develops professional learning programs to support evidence-based and equity-centered practices in education and the workforce.
  - Develops supplemental learning materials to facilitate the implementation of learning objectives by participants.
  - Identifies and addresses training gaps.
- Exhibits a deep understanding of the intersections of gender, race, class, and ability, and maintains a pulse on the research and national dialogue regarding educational equity.
- Maintains a current pulse on the research literature and national dialogue in science, technology, engineering and math (STEM) and career and technical education (CTE).
- Exhibits knowledge of strategies to engage participants through in-person & virtual learning.
- Assists in planning and implementation of annual National Summit for Educational Equity.
- Performs other duties as required to achieve the organization's mission.

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## Qualifications

- Bachelors required; masters preferred, in education or other related area.
- A passion for the mission, vision, and core values of NAPE.
- At least five years of experience in education, including curriculum and instruction, and/or professional development for adult learners, i.e. educators and administrators.
- Or, any combination of education, experience and measurable performance that demonstrates the capability to perform the duties of this position.
- Deep understanding of the history and institutional impacts of racism, sexism, classism, ableism, homophobia, ethnocentrism and other educational equity issues and research.
- Experience developing and leading curriculum efforts to address institutional and structural marginalization.
- Demonstrated ability to integrate critical pedagogical practices into adult professional development
- Understanding STEM, CTE, and related US workforce issues.
- Outstanding organizational skills, including the ability to produce, track, and manage multiple deliverables with overlapping deadlines.
- Excellent communication and interpersonal skills rooted in compassion and justice.
- Preferred expertise in use of Zoom and other online platforms for education and/or professional learning.
- Demonstrated ability with Microsoft Office Suite.

## Compensation and Benefits

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

**Salary Range:** \$60,000-\$70,000

## To Apply

Submit the following combined into a single PDF file to Ashley Conrad, Associate Director of Programs at [hiring@napequity.org](mailto:hiring@napequity.org). Indicate in the subject line, “Programs Specialist Application”

1. **Letter of interest** that includes a summary of qualifications related to the responsibilities, desirable background, and skills.
2. **Resume**.
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.

**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. Applicant must live in the continental United States.