



POSITION TITLE: **Adult Literacy Program Manager**

About Hawaii Literacy

Hawaii Literacy is a local nonprofit that helps adults, children, and families develop strong reading and writing skills and help them to succeed in school, find work, and build a stronger community. Our programs on Oahu, Kauai and in Kona are free and serve over 3,000 keiki and adults each year.

We work in communities where there is a strong need for literacy help, and believe that 1-to-1 support for literacy learners is key. With dedicated program staff and 300 trained volunteers, we work to reach and help as many struggling readers- adults and children- as possible, because everyone should have the chance to learn to read and write!

Position summary

The Program Manager's mission is to successfully lead and grow all aspects of the Adult Literacy program to effectively help 200+ low-literacy adults and parents across O'ahu, Kaua'i, Maui, and in Kona. You have the knowledge and expertise to ensure quality research-based literacy instruction, excellent volunteer training and retention, and comprehensive support and referrals for learners as they work 1-to-1 with certified volunteer tutors.

As Adult Literacy Program Manager, you will oversee a team of 4 part-time staff on three islands, interns, and 150 volunteers, and be a key member of agency leadership. You will be capable of developing and implementing processes for program management, and will expand and formalize trainings and data collection to grow services across islands. You are able to systematically evaluate and develop your team's work to measurably improve learner's progress in literacy skills and reaching employment, education, or parenting goals. You will hold final responsibility for maintaining detailed, accurate records of tutor/learner service data and individual progress, including collection of monthly data from tutors and a system of learner check-in calls.

You will serve as an agency spokesperson, lead new partnerships, and ensure your team actively uses all social and traditional media to effectively increase publicity and awareness and help more adults in need.

You are committed to going the extra mile to help an adult learner who is struggling and have the dedication and knowledge to inspire and grow your team to make a community level impact on the issue of literacy. This full-time position can be somewhat flexible to your preferred schedule, but weekend and occasional evening hours are required.

POSITION RESPONSIBILITIES:

1. Ensure program services on all islands are effectively reaching and helping adults become more literate and reach their goals for a better life;
2. Supervise and coordinate efforts of 4 program staff and effectively utilize interns and volunteers to further program outcomes;
3. Lead recruitment that effectively connects with and welcomes adult learners
4. Ensure all potential learners receive timely assessment and appropriate match with a trained volunteer tutor;
5. Provide support, materials and information needed to make tutoring successful;
6. Recruit new volunteers and actively work to retain and motivate current volunteers to ensure adequate volunteer tutors to meet program goals;
7. Present a 10-hour volunteer training series 8-12 times per year, and develop and support new tutor training team;
8. Regularly provide individual support for volunteer tutors and learners to increase learning and address barriers to success;
9. Collect and record significant monthly program data, create timely and accurate program reports for funders, partners, and annual report; and hold final accountability for program data quality, organization, and completeness;
10. Solicit, track, and analyze regular feedback and annual surveys of learners and tutors to assess program success and recommend improvements;
11. Widely market program services, distribute training schedules, engage in regular outreach activities, answer inquiries, and attend community meetings and events;
12. Integrate and expand technology initiatives, workforce readiness, and parent-support activities into the Adult Literacy Program;
13. Any other task reasonably required by the executive or assistant directors.

ABOUT THE PERSON WE ARE SEEKING:

Minimum Required Experience and Skills:

- ❖ Past work in literacy, education, adult or parent education, or closely related setting is REQUIRED. **Please do not apply if you do not have this experience.**
- ❖ Strong, in-depth knowledge of science-based reading instruction, literacy, and adult education principles, and ability to teach these to others.
- ❖ Demonstrated knowledge of Hawaii's varied cultures and background, and ability to provide culturally appropriate outreach, training, and services for adult learners.
- ❖ Strong knowledge and comfort with computers and technology, ability to accurately maintain and report program metrics (using Excel or Access), manage on-line surveys, and confidently integrate technology into program
- ❖ Flexible availability for work hours and able to work some weekends to accommodate volunteer training schedule, learner needs, and community events.
- ❖ Public speaking and ability to lead effective, engaging trainings and presentations
- ❖ Excellent command of English language, phonics and grammar, and strong writing
- ❖ Ability to coach and develop staff and provide oversight for staff work and outcomes for a small team across multiple islands.
- ❖ Commitment and ability to maintain client confidentiality
- ❖ Have means to travel to all areas of O'ahu. Occasional travel to neighbor islands may be required.

Highly Desired Experiences:

- ❖ Recruiting and training volunteers
- ❖ Leading trainings
- ❖ Adapting or designing training or education curriculum
- ❖ Using on-line training programs or technology in educational settings
- ❖ Use of Laubach or other phonics-based teaching methods
- ❖ College degree highly desired. Significant experience is also considered.

The successful candidate will have strong interpersonal and communication skills, ability to work creatively with a limited program budget, flexibility, a “jump in and help” attitude, and a true drive and ability to grow a top quality program and make a measurable impact on literacy for Hawaii.

Annual Salary:	\$46K, increases based on performance and budget
Benefits:	Medical, dental, vision, long-term disability
Vacation Days:	Prorated 15 days annually
Sick Days:	Prorated 15 days annually
Holidays:	9 State and Federal Holidays
Training:	24 hours of paid work-related training time annually
Performance Review:	Once a year

TO APPLY

Please submit your resume and a cover letter about your interest to:

info+hiring@hawaiiliteracy.org

Resumes without a cover letter or statement of interest will not be considered.