

First Literacy is Hiring a Director of Programs

Overview of First Literacy

The mission of First Literacy is to ensure that Greater Boston adults with low-literacy or limited English proficiency have high-quality educational opportunities that enable them to thrive as individuals and as family members, in their workplaces, and in their communities. Our approach is multi-faceted and systemic. We not only support the development of individual students and educators, but also enhance the capacity of literacy education providers and the Adult Basic Education (ABE) system in Greater Boston.

Position

First Literacy seeks an experienced, creative ABE professional to lead our efforts to meet the literacy needs of Boston-area adults and their families, both native and foreign-born. Reporting to the Executive Director, the Director of Programs is responsible for managing First Literacy's programs and enhancing the internal organization processes and infrastructure that enable First Literacy to effectively fulfill its mission. The Director of Programs is also responsible for facilitating regular meetings with its Community Advisory Council, communicating with the Education Committee and Board of Directors on programmatic activities, and contributing to First Literacy's development efforts. Among the myriad other responsibilities are data collection and analysis, providing technical support to ABE programs, and representing First Literacy at conferences, and adult literacy advocacy and networking meetings and events.

The ideal candidate will be a respected member of the ABE community and bring demonstrated success in administering literacy programs and helping adult learners achieve their potential through education. This is a compelling opportunity for a motivated professional to build on First Literacy's accomplishments.

Responsibilities

- Manage First Literacy's key initiatives (First *Literacy Lab*, Professional Development Workshops and Teachers' Circles, and Scholarship/Mentoring program)
- Evaluate and assess impact of First Literacy's key initiatives, including impact of First Literacy's support on learner achievement and literacy program success
- Execute two signature events (First *Literacy Lab* Project Presentations and Scholarship Ceremony) and organize and facilitate 20+ professional development activities a year
- Communicate and prepare data reports and evaluation updates for the Executive Director, the Community Advisory Board, and the Board of Directors
 - Work with Executive Director on managing systems for data collection, evaluation, and communication

- Develop and maintain professional affiliations with organizations and individuals to support First Literacy's efforts
- Initiate projects to address the needs of adult learners and ABE programs
- Collaborate with adult literacy education providers, as well as city, state, and national literacy organizations
- Work with the Executive Director to support all development efforts, with a focus on reporting key program outcomes
- Work with the Communications/Development Associate to communicate program stories, events, and outcomes on website, email newsletters, and social media channels

Qualifications of the Ideal Candidate

- At least ten years' experience in adult education program design, implementation, and evaluation involving both direct service delivery and program management
- Demonstrated experience planning and executing educational projects involving standards, curriculum development, instructional approaches, etc.
- Proven effectiveness in grants management, including site visits and reporting
- Successful record of providing technical assistance to individuals and programs
- Strong organizational and project management skills; ability to manage multiple projects simultaneously, working independently, and under deadlines
- Creative problem-solver and 'out of the box' thinker who thrives on identifying solutions that move First Literacy forward
- Exceptional written and verbal communication skills; a persuasive and passionate communicator with the ability to engage a variety of stakeholders
- Familiarity with nationally recognized ABE assessment tools and literacy training
- Excellent computer skills, including Microsoft Office
- Proficient in using and quickly learning data management software systems
- A team player who is comfortable working in a small office
- Bachelor's degree required; Master's degree in relevant field preferred

First Literacy is an equal opportunity employer.

To apply, please send a cover letter and resume as one document to Skye Kramer, Executive Director at skramer@firstliteracy.org.