

THE LITERACY COUNCIL OF SARASOTA, INC.

JOB DESCRIPTION

TITLE: Program Manager (Part-time, hourly)

LOCATION: Glasser/Schoenbaum Human Services Center, 1750 17th Street, Bldg D, Sarasota, FL

JOB DESCRIPTION: The Literacy Council of Sarasota, Inc. (LCS), a not-for-profit 501(c) 3 educational organization, is building a more literate community by helping adults and families improve English language communications skills through personalized, needs-based tutoring. The Literacy Council of Sarasota is currently seeking a part-time, motivated Program Manager to develop, organize and oversee the adult ESOL (English as a Second Language) and Basic Literacy programs. The Program Manager will provide leadership and program supervision as directed in order to assure quality service delivery and positive individual and programmatic outcomes in accordance with the LCS' FY 2007-09 Strategic Plan.

Come grow with us! The Program Manager will be under the direct supervision of the Executive Director and is responsible for (other duties may be assigned):

I. Program Support and Development

- A. Develop and implement initiatives reflecting community needs and program goals
- B. Develop and implement tutor training programs
- C. Analyze, revise and evaluate measurable outcomes related to all program activities
- D. Collaborate and communicate with relevant agencies
- E. Identify and develop outreach activities and initiatives

II. Supervision

- A. Recruit, orient, develop and supervise program volunteers
- B. Monitor and encourage retention of tutors through regular contact, program support, observation and in-service training
- C. Analyze data to track student and tutor retention and student educational gains
- D. Enter data and maintain LACES database for tutors, students and programs
- E. Compile monthly, quarterly, and yearly statistics for tutors, students and programs
- F. Contribute requested program information for newsletters and other communications
- G. Administer grants (reporting, objectives, etc.)

III. Teamwork

- A. Participate in scheduled team planning meetings
- B. Participate in long range planning activities and set individual and cooperative goals
- C. Attend Board meetings, staff meetings, and other job related activities upon request of the Executive Director
- D. Attend staff development, conferences and workshops as requested.

IV. Community Impact

- A. Contact area leadership, schools, libraries and agencies to share information about LCS
- B. Attend community events to foster cooperation and build a network of community support
- C. Partner with other providers to improve services and encourage referrals

Required Knowledge, Skills, Abilities and Attributes:

- Be able to work a flexible schedule, including occasional Saturdays
- Knowledge of adult education and literacy issues
- Nonprofit and program development experience preferred
- Ability to work with a diverse population
- Ability to lead, manage and motivate the work of others

- Excellent writing, oral, presentation and listening skills
- Strong computer skills, knowledge of project management, word processing, spreadsheets and database software.
- Strong leadership and team building skills
- Strong organizational skills and ability to work independently
- Strong analytical skills; and ability to solve problems effectively
- Excellent interpersonal skills
- Commitment to organization's mission and program goals and objectives
- Ability to interact effectively as either a leader or as a member of a team and work collaboratively with community partners and agencies
- Ability to listen to volunteers and students and to understand and respond positively to their requests
- Ability to adapt to a changing assignments and multiple priorities
- Ability to manage distractions and interruptions
- Bilingual a plus

Schedule: The position requires a minimum of 20 hours per week. Schedule to be developed in conjunction with Executive Director.

HOW TO APPLY

All interested applicants may submit a cover letter and resume to:

Apply By Email: LCS_Jobs@yahoo.com or fax to (941) 955-0683 (*please include a cover sheet*)

Resumes until: 5/17/2008

Visit our website at www.sarasotaliteracy.org
