



Job Posting - August, 2019

<u>Position:</u>	Program Manager TEACH—Tutoring English to Advance Change
<u>Status:</u>	Part time Exempt - 20 Hours/Week
<u>Reports to:</u>	Program Director - TEACH

Job Description:

Under the supervision of the Program Director, responsible for program coordination and development, and day-to-day management of the TEACH adult English literacy program

Essential Functions:

- Coordinate, staff, provide instruction and ensure consistently high program quality at various program sites;
- Participate in volunteer tutor recruitment, training and retention;
- Participates in student recruitment, intake and retention;
- Foster positive relationships and sense of community with students, tutors and site hosts;
- Support tutors through activities such as researching and recommending core and supplemental instructional materials, encouraging collaboration, and sharing expertise to develop and implement effective and appropriate lesson plans and learning goals and strategies;
- Administer, score and interpret literacy testing and review results with tutors and students;
- Collect and enter data to maintain and update student and tutor information and to support tracking outcomes through methods such as testing, student and tutor surveys, forms and other information and data as appropriate
- Participate in evaluating and implementing improvements to curriculum, tutoring techniques, tutor training and continuing education to ensure that TEACH employs best practices
- Assist in inventorying and maintaining training materials, supplies and library resources, ordering new materials and collecting payments from tutors and students;
- Assist Program Director and Executive Director in developing and implementing community outreach strategies to increase community presence and visibility;
- Collect and provide information to communicate to stakeholders through newsletters, website, social media and community outreach and education;
- Support efforts of the Program Director and Executive Director to evaluate current and future English literacy and cultural integration needs of English language learners in Western Cook, DuPage and Will counties and to develop community-based programs;
- Perform other duties as assigned.

Desired Skills & Experience:

- Bachelor's degree;
- Experience in English as a Second Language instruction;
- Tutoring experience preferred;
- Curriculum development experience preferred;
- Strong communication and relationship building skills;
- Ability to work with volunteers;
- Ability to be flexible;
- Ability to speak a second language a plus.

Working Conditions:

- Requires local travel to site locations;
- Some evening hours required.

Candidates are invited to SEND LETTER OF INTEREST AND RESUME to
Monica Wodke, Director of Human Resources at mwodke@csjinitiatives.org by September 20, 2019.