**Position Title:** Program Manager of Reading for Adults

**Location:** New York, NY (Hybrid)

**About Literacy Partners**

Literacy Partners advances literacy two generations at a time by supporting adults, parents, and caregivers in nurturing the literacy skills they and the children in their lives need to thrive. We envision a world in which everyone has the literacy skills necessary to create social and economic opportunities for themselves, their children, and their communities.

Learn more about Literacy Partners: www.literacypartners.org

**Position Description**

Reporting to the Executive Director of Adult & Family Literacy, the Program Manager of Reading for Adults is a reading science specialist, educator, and curriculum developer who advances Literacy Partners' two-generation mission through high-quality instruction and a strong volunteer-supported model. This role provides high level Adult Education instruction and trains volunteers to provide tutoring. Additionally, the Program Manager of Reading for Adults analyzes program data to improve literacy outcomes, curriculum, optimize volunteer impact, and drive continuous program enhancement.

**Key responsibilities**

**Lead Reading for Adults (RFA) Instruction**

- Serve as the lead instructor for emergent adult readers, delivering explicit, systematic reading science instruction that drives measurable growth in decoding, fluency, vocabulary, and comprehension. Classes are conducted virtually.
- Design a virtual classroom culture that honors dignity, builds academic confidence, and positions adult learners as capable scholars and caregivers.
- Own learner progress—using assessment, progress monitoring, and data to refine instruction and move students toward GED, workforce, civics and postsecondary pathways.

**Co-Build the Instructional Engine**

- Member of the RFA curriculum design team, developing a clear scope and sequence aligned to reading science and adult learning theory.

- Create structured lesson frameworks and skill routines that make high-quality literacy instruction replicable.
- Continuously evaluate and strengthen instructional systems to ensure coherence, rigor, and measurable learner outcomes.

**Architect the Volunteer-Powered Model for Intensive Literacy Classes**

- Design and manage a volunteer infrastructure that supports both decoding/fluency instruction and structured English speaking/comprehension practice.
- Train and coach volunteers to deliver consistent, aligned practice that reinforces classroom goals—especially for adults at very low reading levels.
- Build accountability systems (placement, feedback, engagement tracking) that elevate volunteer impact and instructional quality.

**Drive Program Excellence & Integration**

- Maintain accurate, up-to-date data on the volunteer-led classroom component (volunteer assignments, attendance, hours, and session outcomes), ensuring timely tracking, reporting, and continuous program improvement.
- Ensure operational excellence so instruction remains the center of gravity—enrollment coordination, scheduling, materials, and classroom readiness.
- Collaborate cross-functionally to align student support services, data reporting, and two-generational outcomes.
- Represent the program internally and externally, elevating adult learners and advancing Literacy Partners' instructional leadership in the field.

**Additional Responsibilities**

- Support Literacy Partners' fundraising and program events throughout the year as needed.
- Other tasks as assigned.

**Qualifications**

- Minimum two-year experience teaching ESOL or ABE to adult students (preferably parents of young children and lower-level learners).
- Master's Degree in a related field (e.g., Education, TESOL, Early Childhood, Public Health, Social Work). TESOL certification preferred.
- Familiarity with assessment tools and test batteries designed for adult learners.
- Proficiency in Zoom and online instruction, and presentations
- Outstanding written, verbal, and interpersonal communication skills and proven relationship management skills.
- Excellent computer skills, including spreadsheets, word processing, and database management.
- Demonstrated experience working in a collaborative work environment and promoting teamwork.
- Demonstrated ability to communicate, motivate, lead, and relate effectively to a wide variety of individuals.
- Able to work both independently and in cross-functional teams and solve problems creatively.
- Proficiency in Spanish is highly desirable.

- A great sense of humor.

**Additional Workplace Expectations:**

- This is a full-time, exempt position.
- This is a hybrid position. A minimum of 2 days in the downtown NYC office and occasional onsite activities with partners
- Must be accessible during program hours. Reading for Adults is an online evening class, held from 6:00–9:00 PM, 2 days a week, and is subject to change based on partnerships and funding parameters

**Compensation and Benefits:**

- The annual starting salary range for this position is $67,000 - $70,000.
- Literacy Partners is also proud to offer additional competitive benefits, including 20 vacation days, 3 personal days, 12 paid holidays, 40 hours of sick leave, excellent medical, dental, and vision plans, employer match to retirement plan contributions, employer-sponsored life insurance and long-term disability insurance, and access to pre-tax benefit programs such as commuter benefits and flexible spending accounts.

**How to Apply:** Send a resume with a thoughtful cover letter attached to job@literacypartners.org. Put "**Program** Manager of Reading for Adults" with your name in the subject line. Interviews will be granted on a rolling basis until the position is filled.

Literacy Partners is committed to diversity and is a proud Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees.