

LITERACY PARTNERS

JOB ANNOUNCEMENT

Position: CHIEF PROGRAM OFFICER
Status: Full-Time Position
Location: New York City

As we launch an exciting expansion of our two-generation model for promoting literacy, Literacy Partners is looking for an executive-level professional to lead our programmatic efforts.

Founded in 1974, Literacy Partners is an adult literacy program based in New York City with a unique focus on parents of young children. Our goal is to help immigrant and low-income parents use literacy and language skills to achieve their goals, solve their problems, and achieve success in today's world. At the same time, our work enhances their capacity to promote their children's early learning, social-emotional development, and school readiness. Last year, we served 804 adult students and 788 children in collaboration with Head Start programs, school districts, and other community partners.

To scale our work throughout NYC and nationally, Literacy Partners has developed an educational media program: telling stories for social impact. Media projects include: *We Speak NYC*, a co-production with the NYC Mayor's Office of Immigrant Affairs to help immigrants improve their English comprehension skills and learn more about available services and resources; and *La Fuerza de Creer*, a five-episode telenovela broadcast nationally on Univision, that engages parents of young children.

The work of Literacy Partners is organized into two divisions: the Liz Smith Center for Adult and Family Literacy with its intensive classes and workshops for parents and caregivers; and the Center for Social Purpose Media with its educational television content and related community campaigns.

Position Overview

The Chief Program Officer (CPO), in collaboration with the CEO, will articulate and implement the strategic vision of the Liz Smith Center for Adult and Family Literacy. She or he will oversee all classes, workshops, and initiatives, and will monitor and evaluate the effectiveness of the programs. The CPO will partner with the CEO and Chief Development Officer to expand funding for the Center beyond its current annual budget of \$1.2 million.

The portfolio of programs currently includes: (1) English classes for parents of young children; (2) a high school equivalency and college-transition initiative for young adult parents; (3) a basic reading and writing tutorial program; and (4) family reading promotion workshops. The Center is staffed by 6 staff members and several dozen volunteers and interns.

This position reports to the CEO, is a member of the Senior Leadership Team, and works closely with the Board of Directors.

A successful candidate:

- has a passion for Literacy Partners' 2-generation mission with an expertise in both adult education and child development
- is committed to racial and gender equity
- excels in a data-driven, results-based environment
- has relationships with funders and experience with government contracts
- is an inspiring leader and an effective coach
- has a great sense of humor
- has at least 5 years experience working in an executive-level position running an educational program of comparable size and mission

Competitive salary commensurate with experience and results. We invest in our leaders and offer compensation beyond what might be expected for an organization of our size.

Mission-driven, family-friendly work environment. We focus on results and support our team with flexibility in hours and other work arrangements to get there.

How to Apply: Send resume with a brief cover letter to job@literacypartners.org. Put "Chief Program Officer" 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.