

LITERACY PARTNERS

JOB OPENING: Program Manager for Philadelphia Programs (Full-Time exempt)

Position: Program Manager for Philadelphia Programs (Full-Time, exempt)
Location: Philadelphia, PA

[Literacy Partners](#) strengthens families through a two-generation approach to education. With our free classes, community-based workshops, and educational media, low income parents develop the literacy and language skills they need to succeed in today's world. Our research-based curriculum also incorporates child development and parenting support to help parents boost their children's early reading, school readiness, and social emotional growth.

Social Impact Educational Media Campaign

In 2019, Literacy Partners launched a new national [social impact educational media campaign](#) for Spanish-speaking parents based on the acclaimed Univision telenovela, [La Fuerza de Creer](#). This 5-episode miniseries tells the story of a community center and the families who rely on it for childcare. The story follows the drama of four different families and childcare staff, revealing to the audience the different ways that caregivers promote their children's early literacy skills, early learning, and social emotional growth. The miniseries was produced by Univision in collaboration with Literacy Partners along with *Too Small to Fail* of the Clinton Foundation and *Vroom*, an initiative of the Bezos Foundation.

After a successful launch in New York City, we have been invited to bring *La Fuerza de Creer* into the Philadelphia community with parent engagement workshops, provider trainings, and a locally tailored curriculum. The curriculum will include a facilitator's guide and other resources so that early childhood education programs, libraries, family literacy programs and others can use our content to implement education workshops for Spanish-speaking parents. Our pedagogical approach is rooted in popular education and parent organizing rather than didactic formal instruction. More than implementing parent education workshops at individual provider sites, we aim to create a community of practice among Spanish-speaking educators, community organizers, and parent leaders with a supportive peer-learning environment to empower parents and caregivers of young children.

The Program Manager for Philadelphia Programs will create and activate a network of community-based partners, parent leaders, education and government liaisons, and other stakeholders to implement the *La Fuerza de Creer* parent engagement program throughout the city. This individual will ensure fidelity to the model and quality results by understanding the local operating environment and key issues impacting family engagement among local stakeholders. The Program Manager for Philadelphia Programs will report to the National Director of Parent Education and work closely with other Literacy Partners' staff, and a local advisory group of experts.

Primary Responsibilities

- Manages all aspects of implementation of the *La Fuerza de Creer* parent education workshop program;
- Monitors, assesses and reports on progress of community partners in implementing the program;
- Organizes a local community of practice among educators, parent leaders, community organizers, and others to share best practices, coordinate services, and arrange for provider trainings and professional development programs to be delivered by the National Director of Parent Education;
- Assists community partners in coordinating logistics for the workshop series;
- Leads/co-facilitates *La Fuerza de Creer* workshops with parents and caregivers and childcare providers;
- Identifies resources needed for program success, creates an action plan to resolve issues and makes referrals for supporting resources for Philadelphia families;
- Works with the National Program Manager to collect evaluations and documentation of program impact, and tracks progress of grant-funded deliverables;
- Gathers stories from the field to share with internal and external stakeholders;
- Contributes to ongoing research;
- Provides administrative support to local advisory committee; and
- Represents the values of the Literacy Partners brand, programs and resources to partners locally.

Minimum Requirements

- A bachelor's degree from an accredited college and 5 years direct experience in community-based work with Latinx families (or additional experience in place of a bachelor's degree);
- Ability to communicate clearly and in plain language (written and oral);
- Outstanding facilitation skills;
- Excellent active listening skills;
- Sound judgement and integrity;
- Ability to travel to New York City for team meetings (about once every 2-3 months);
- Fluent in Spanish and English; and
- A great sense of humor.

Preferred Skills

- Understanding of early childhood development and the role of parents and primary caregivers in promoting early learning and social emotional growth;
- Excellent project and time management skills
- Ability to incorporate direction and work independently;
- Ability to work collaboratively;
- Great networking skills; and
- A deep understanding of race, class and culture.

Compensation and Benefits

Salary: \$60,000

Additional benefits include:

- Annual paid time-off includes: 20 vacation days, 3 personal days, 11 holidays (and up to 7 additional paid days off)
- Excellent medical, vision and dental plan;
- Employer-matched contributions to retirement plan; and
- Flexible working hours

How to Apply

Send resume with a brief cover letter to job@literacypartners.org . Put “Program Manager for Philadelphia Programs” 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.