

# LITERACY PARTNERS

## JOB ANNOUNCEMENT

Position: Manager, Health Equity  
Status: Full-time exempt  
Location: New York City (currently working remote)  
Start Date: May 2021  
Reports to: Chief Program Officer

Literacy Partners strengthens families through a two-generation approach to education. With our free classes, community-based workshops, and educational media, low income and immigrant parents can develop the literacy and language skills they need to succeed during the Covid-19 recovery and to help their children thrive. Our research-based curriculum incorporates child development and parent support to help parents boost their children's early reading, school readiness and health and wellness.

We are looking for an exceptional individual who believes in our mission and is able to work with a dynamic and talented team to develop and grow our health provider referral networks and social services support of our families. In particular, the Manager will supervise all social work interns and develop and manage special social services programs like the Vaccine Equity Campaign and Emergency Income Support.

### Summary of Responsibilities:

- Build and expand health provider and social services networks and systems for referrals into Literacy Partners programs
- Create systems to make and track referrals to health and social services from Literacy Partners. aRecruit, supervise, coordinate and train student interns as health navigators to facilitated enrollment into Literacy Partners classes and to improve access to health care for families in Literacy Partners programs.
- Develop and manage in-house social services programs, including, but not limited to, Vaccine Equity and COVID emergency relief fund.

### Preferred Skills and Requirements

- Bachelor's degree in social work, psychology, sociology, healthcare or medical and related fields; Master's degree in social work preferred; supervised practicum or internship preferred.
- At least two (2) years of experience in social case work, counseling, eligibility determination, social service or community resource referral, or closely related work.
- Ability to communicate effectively with a diverse audience.
- Proficiency in Spanish highly preferred, but not required.
- Deep understanding of BIPOC communities and experience working with BIPOC families.
- Knowledge of general interviewing practices and/or techniques; knowledge of social work and counseling practices and techniques, including crisis prevention and intervention.
- Well-organized, motivated and able to work independently
- Good sense of humor

### Compensation: DOE And excellent benefits

Benefits include:

Updated: 2020

- 20 vacation days, 3 personal days, 11 holidays
- Excellent medical, vision and dental plan
- Employer-matched contributions and retirement plan

**How to apply:**

Send resume and brief cover letter to [job@literacypartners.org](mailto:job@literacypartners.org). **Please include acceptable salary range in the cover letter.** Put “Manager, Health Equity” with your full name in the subject line. Interviews will be granted on a rolling basis until the position is filled with a start date in May 2021.

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