

LITERACY PARTNERS

JOB ANNOUNCEMENT: Special Projects Manager (Updated)

Literacy Partners (literacypartners.org) strengthens families through a two-generation approach to education. With our free classes, low-income parents in New York City—many of them immigrants—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.

We provide classes in six locations across the city in partnership with early childhood education programs. These intensive classes help parents improve their English skills or prepare for the high school equivalency exam (formerly known as GED). Each participating parent receives a home library with books for each of their children along with coaching and support from their teachers to make reading with their children a regular habit. Thus, our program directly addresses the most important predictors of children’s reading proficiency and academic success: the literacy and language skills of the parent, the frequency of parent-child reading, and the number of books in the home.

We are looking for an exceptional individual to join our diverse, social justice-oriented team of 21 staff and interns, and volunteers. Reporting to the Director of Development, s/he will manage critical initiatives that serve our students and their children and enable unique opportunities for adults to practice their English language skills.

Main Areas of Work

- Develop and implement communications and fundraising strategies for Books of Their Own, conversation classes, and our intervention model.
- Manage the execution of the Books of Their Own project (including acquisition, curation, and distribution of books) and a robust intervention system that enables the impact of this project to be measured, analyzed, and strengthened.
- Coordinate weekly conversation groups for adults to practice their English skills using the We Are New York video series.
- Manage volunteer recruitment and trainings, and supervise volunteers as needed for the Books of Their Own project and other special projects.
- Develop and cultivate meaningful partnerships with other organizations/institutions as appropriate.
- As needed, assist in writing assignments and support other special projects or events.

Qualifications:

- A minimum of a bachelor’s degree.
- At least 2 years of related experience and a record of positive results.
- Excellent oral and written communications skills.
- Excellent interpersonal skills.
- Demonstrated project-management skills.
- Professional demeanor, good judgment, and the ability to work independently, but collaboratively, in a goal-oriented team environment.

- Ability to travel within the 5 NYC boroughs
- Great sense of humor.

Starting salary is \$50k per year plus generous benefits and a fun work atmosphere.

How to Apply: Send resume with cover letter to jobs@literacypartners.org. Put “Application for Special Projects Manager” with your name in the subject line. Interviews will be granted on a rolling basis until position is filled.