

ASSISTANT PROGRAM MANAGER, We Speak NYC (part time)

Bring your enthusiasm, compassion, and rigor to assist [Literacy Partners](#) in expanding our adult education programming to NYC immigrant and low-income communities.

About the organization: Founded in 1974, Literacy Partners offers free adult education classes and workshops to immigrant and low-income parents, helping them boost their capacity to use literacy and language skills to achieve their goals and to promote their children's healthy development.

About the program: English practice groups provide immigrant New Yorkers a supportive environment to learn about city resources, build confidence, and share personal triumphs and challenges. In 2-hour classes, compassionate facilitators use the Emmy award-winning educational video series We Speak NYC as a narrative springboard to discuss immigrant-centered scenarios and how to access NYC resources. Participants work together to practice English, solve problems, and advocate for themselves and their families.

Key responsibilities

Operations and Administration of We Speak NYC

- Assist in tracking the individual, communal, and social impact of the WSNYC program
- Help foster Literacy Partners' cross-organizational partnerships all over NYC
- Communicate, support, and problem solve with volunteers, host partners and LP staff
- Coordinate materials distribution for 10-15 NYC sites each program cycle
- Travel between WSNYC sites throughout NYC as needed

Facilitate one or more We Speak NYC conversation groups per cycle

Report Directly to Program Director

Qualifications

- Organizational and time-management skills
- Interest in empowering NYC immigrant populations
- Interest in program operations and leadership, data management, and facilitation approaches
- Preferred: Bachelor's Degree or equivalent
- Preferred: Experience with facilitating groups, especially NYC immigrant populations
- Preferred: Proficiency with Google Suite applications, as well as Salesforce or other CRM database

Salary: \$25/hour

Hours: 15-20 hours during Monday-Saturday 10:00 AM-8:00 PM. Schedule is fairly flexible.

Location: 75 Maiden Lane in Lower Manhattan; Other sites throughout NYC as needed.

How to Apply: Send resume with a brief cover letter with "Assistant Program Manager, WSNYC" in the subject heading to job@literacypartners.org. Those selected for an interview will be contacted. 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.