



Learning Centers Co-Manager

Literacy Minnesota is seeking an individual for a **Learning Centers Co-Manager** position. This benefits-eligible position is 32 hours per week or 0.8 FTE.

Organizational Background: Literacy Minnesota is a nonprofit organization dedicated to improving literacy locally, statewide and across the U.S. Our team provides direct services and strengthens literacy programs in Minnesota and beyond by providing training, national service resources and technical assistance to other organizations.

Position Overview: The **Learning Centers Co-Manager** is responsible for co-managing the overall day-to-day operations at Literacy Minnesota's Open Door Learning Centers and supervises learning center coordinators and teachers at assigned sites (Northeast Minneapolis, Arlington Hills – St. Paul and remote). The Learning Centers Co-Manager has overall responsibility for operations (intake, orientation, waiting lists, testing, outreach, retention, class schedules, program delivery, staffing, orientation and ongoing supervision of LC staff, and assisting with budgeting, long-range planning, program design and learning center facilities).

This position collaborates closely with another Learning Center Co-Manager to ensure the implementation of high-quality instruction and outcomes measurement in both volunteer-and teacher-led classes. This position reports to the Literacy Services Director and supervises the Learning Center Coordinators, Teachers and the Data Specialist.

Work environment consists of a typical office environment. Time spent on the computer is approximately 75%. This position requires the ability to travel to learning centers in the metro area; occasional evening availability is also required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific responsibilities of the **Learning Centers Co-Manager** include, but are not limited to:

Management of Learning Center Operations – 45%

- Responsible for the development, maintenance and implementation of systems and processes to ensure efficient operations. These areas of responsibility for adult education programming include but are not limited to: outreach and recruitment, intake and testing, retention, class schedules, technology/facilities and program delivery.
- Collaboration with preschool program and management of Preschool teacher.
- Develop and maintain system for providing and monitoring use of substitute teachers and coordinators. Substitute for learning center staff as needed.
- In coordination with Data Specialist, routinely monitor learner data and review monthly results with Literacy Services Program Director.
- Assist with program design and long-range planning for adult direct service.
- Prepare reports and gather program data as requested.

Supervision and Management of Learning Center Staff – 30%

- With support from administrative staff, responsible for staffing of learning centers, including the hiring, orientation, training and supervision of assigned coordinators, support staff and teachers.
- Support staff in developing structures for routine site meetings or other means of intra-site communication.
- Complete yearly performance reviews for direct reports.
- Facilitate regular check in meetings with direct reports, as well as regularly attend site meetings.
- Support organizational DEI goals by fostering inclusive environment, holding supervisees accountable for qualitative and quantitative DEI goals, and maintaining and achieving personal DEI goals.

Collaboration with Co-Manager – 15%

- Regularly review and discuss outcomes of staff and tutor observation-feedback and peer-mentor tools with the Co-Manager; incorporate into performance reviews.
- In coordination with the Literacy Services Director and Educational Technology Manager, plan a monthly direct service staff meeting.
- In coordination with the Literacy Services Director and Educational Technology Manager plan and lead work groups and work plans.
- In coordination with the Literacy Services Director and Educational Technology Manager approve and implement programming decisions about class offerings/ schedule changes/format changes.

Other – 10%

- Attend regular staff, managers and department meetings.
- Assist with programmatic contributions and grant-writing for adult direct service.
- Attend other meetings as requested.
- Manage special projects and consult on partnerships related to Open Door Learning Center and Literacy Strategies, such as new programming or curriculum.
- Assist with programmatic contributions with grant-writing for adult direct service.
- Attend other meetings as requested and other duties as assigned.

Qualifications for this position include:

Required:

- Bachelor's degree in Education, Nonprofit Management, Public Administration or related field; equivalent combination of education and experience accepted in lieu of degree.
- Three to five years of progressively responsible management experience (including supervision), with demonstrated success in managing multiple priorities and/or multiple locations.
- Exceptional interpersonal and communication skills. Demonstrated success in collaborating with individuals at all levels of an organization as well as developing and delivering clear messages.
- Proficiency working with numbers including managing budgets, interpreting program data and measuring outcomes.
- Ability to work varying hours required by position (occasional evenings). Reliable transportation and cell phone required (reimbursement available).
- Computer proficiency in an MS Office environment and competent in understanding databases.

Preferred:

- Master's degree in Education, Nonprofit Management, Public Administration or related field.
- Minimum one year experience in an ESL, ABE or other adult educational setting strongly preferred; alternatively, prior experience in a social service or grassroots setting required.
- Previous experience in developing systems and processes that successfully extend across various programs or sites, particularly in a direct-service setting.
- Adept at goal-setting and routine monitoring of outcomes. Demonstrated success in the areas of motivating teams, achieving timely outcomes and program evaluation.
- Previous leadership training or certification a plus.
- Strong interest in literacy and social causes.
- Demonstrated DEI-focused management style, including helping supervisees and the organization achieve DEI goals.

Compensation: starting annual salary range equivalent to \$27.16 – \$30.17/hour (commensurate with experience) and a generous benefits package.

To apply: Please email cover letter and resume with **Learning Centers Co-Manager** in the subject line to hr@literacymn.org. This position is open until filled, with priority given to applications received by **Monday, January 31, 2022**.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**