

Seeking individual for part-time (32 hours per week) **Learning Centers Manager**. This position manages the overall day-to-day operations at the literacy council's Open Door Learning Centers, and supervises the Learning Center Coordinators at those sites. The Open Door Learning Centers provide Adult Basic Education services to adult learners in the Twin Cities. The Learning Centers Manager has overall responsibility for outreach, intake, testing, retention, class schedules, program delivery, staffing, orientation and ongoing supervision of Learning Center staff, and assisting with budgeting, long-range planning, program design and learning center facilities. This position collaborates closely with the Instructional Manager to co-manage the sites and ensure the implementation of high-quality instruction and outcomes measurement in both volunteer- and teacher-led classes. The starting annual salary range for this position is \$43,011 - \$47,789 (prorated to reflect 0.8 FTE), along with a generous benefits package.

Specific responsibilities for the **Learning Centers Manager** include, but are not limited to:

- **Management of Learning Center Operations:** 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 also required. Develop and maintain system for providing and monitoring use of substitute teachers and coordinators. Substitute for learning center staff as needed; occasionally serve as substitute coordinator on short notice. 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 Coordinator Staff:** With support from administrative staff, responsible for staffing of learning centers, including the hiring, orientation, training, supervision and development of coordinators and support staff. In coordination with the Literacy Services Director, Instructional Manager and Educational Technology Manager, plan a monthly direct service staff meeting to facilitate the two-way flow of relevant information in both adult and children's learning center programming. Support staff in developing structures for routine site meetings or other means of intra-site communication.
- **Collaboration with Instructional Manager:** Regularly review and discuss outcomes of teacher and tutor observation-feedback and peer-mentor tools with the Instructional Manager; incorporate into performance reviews. Provide feedback for any changes to instructional management systems. Share supervision of teachers through matrix reporting structure.
- **Other:** Attend regular staff, managers and department meetings. Assist with programmatic contributions and grant-writing for adult direct service. Attend other meetings as requested.

Required qualifications:

- Bachelor's degree in Education, Nonprofit Management, Public Administration or related field; master's degree in one of the above fields is strongly preferred. Equivalent combination of education and experience accepted in lieu of degree.
- 3 – 5 years of progressively responsible management experience required (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 and 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. Reliable transportation and cell phone required (reimbursement available).
- Computer proficiency in an MS Office environment and competent in understanding databases.

Preferred qualifications:

- Minimum 1 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.

To apply, please email cover letter and resume with **Learning Centers Manager** in the subject line to hr@mnliteracy.org. Open until filled; priority given to applications received by **Thursday, September 5**.

The Minnesota Literacy Council fosters an organizational culture that is welcoming and inclusive to all. See our full diversity, equity and inclusion statement here: <https://mnliteracy.org/about/diversity-inclusion>. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**