



Learn. Collaborate. Champion.

Program Manager, Continuous Learning

Are you passionate about educational equity and social justice? Looking to apply your talents and expertise in literacy and program development to strengthen an entire field of service providers? The Oakland Literacy Coalition is looking for a dynamic and experienced Program Manager to join our growing team.

About Us

The Oakland Literacy Coalition works to meet the literacy needs in our city, particularly for our youngest readers, by amplifying the impact of Oakland's literacy providers. We know that building a future where every Oakland child can learn and love to read will take all of us. That's why we've built a thriving network of stakeholders to support our city's learners and serve as an anchor for Oakland's literacy efforts.

We support our network of partners to learn, collaborate, and champion literacy together in order to achieve more powerful combined impact. We provide technical assistance and continuous learning, leverage resources, foster partnerships, encourage dialogue, and build awareness for a citywide literacy agenda that supports equity and outcomes for all students.

We are an innovative and emerging nonprofit based in Oakland, CA. Our team, led by two Co-Directors, is dedicated to building a culture of collaboration and continuous improvement to advance our mission.

The Role

As a key member of our team, the Program Manager will develop, coordinate, and deliver continuous learning opportunities to our network of members and partners.

The position is full-time (40 hours per week) based out of our office located near Jack London Square. The position will require local travel to off-site meetings and events and occasional evening and weekend hours. The Program Manager will report to the Co-Director, Coalition Network & Initiatives.

Key Responsibilities

The Program Manager, Continuous Learning will be responsible for:

- Developing and delivering training modules, workshops, and professional learning opportunities for our organization members and partners, including staff, volunteers, and parents/caregivers.
- Leading the planning and coordination for program activities, including an annual conference, volunteer trainings, and literacy trainings conducted in partnership with external facilitators.
- Providing coaching and individualized technical assistance support to member organizations.
- Assisting with data collection, data entry, program evaluation, and grant reporting.

- Maintaining highest degree of expertise in literacy instruction and best practices.
- Cultivating and maintaining professional relationships with our team and partner organizations.
- Performing additional duties as assigned.

You Are:

An ideal candidate for this role will have:

- A B.A./B.S. degree or higher.
- At least 3-5 years of instruction/teaching experience in an education or community-based setting; experience in early childhood education and/or elementary grades preferred.
- At least 3-5 years of experience designing programs, curriculum, and/or training modules.
- Demonstrated effectiveness leading and managing projects from concept through implementation.
- Experience developing partnerships and facilitating collaboration to achieve shared outcomes.
- A deep understanding of the developmental stages of reading and writing and familiarity with literacy curriculums and instructional strategies, particularly for the early grades.
- Familiarity with best practices for supporting adult learners.
- Ability to work independently and reliably, take initiative, and problem solve.
- Excellent writing and public speaking skills.
- A pro-active and conscientious communication style, with strong interpersonal skills and experience working with diverse communities.
- Warmth, humor, flexibility, and optimism.
- Personal and professional commitment to social justice and equity.
- Reliable means of transportation. Ability to travel locally and work occasional evenings and weekends.

Compensation

This is a salaried, exempt position. Compensation level commensurate with experience. Excellent benefits package includes medical, dental, vision, and retirement plans and provides vacation, sick, and holiday pay.

To Apply

Applicants should send a letter of interest, resume, and contact information for two professional references to team@oaklandliteracycoalition.org. Please include "Program Manager, Continuous Learning" in the subject line.

The Oakland Literacy Coalition is an equal opportunity and affirmative action employer committed to creating a diverse staff and inclusive environment. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply. In compliance with applicable laws, the Oakland Literacy Coalition does not discriminate on the basis of age, race, ethnicity, color, national origin or ancestry, cultural background, religious creed, sex, gender identity or expression, sexual orientation, marital status, physical or mental disability, medical condition, genetic information, veteran status, primary language, citizenship, or immigration status.

The Oakland Literacy Coalition is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request an accommodation, please contact (510) 280-3547 or team@oaklandliteracycoalition.org.