



Program Manager, Coalition Learning

March 2021

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 (OLC) is looking for a dynamic and experienced Program Manager to join a small but growing team dedicated to advancing a citywide coalition of literacy providers and stakeholders with the mission of working together to ensure that every Oakland child learns and loves to read.

THE ROLE

The Program Manager, Coalition Learning will develop and manage a learning agenda that builds the capacity of our diverse coalition to collaborate, hone their practice, and be highly effective in supporting student learning and literacy.

Utilizing best practices for facilitating adult learning, the Program Manager will design and deliver training curriculum, forums, peer learning cohorts, and other resources that elevate evidence-based best practices, delve into current trends in the field, and cross-pollinate local solutions and successes to improve student outcomes and equity. The Program Manager will foster inclusive, collaborative learning spaces for coalition members and partners – including educators, parents, and volunteers – that reflect their needs and provide actionable content with a constant eye towards implementation and impact. The Program Manager will strengthen the local ecosystem of community resources serving students and families while building the OLC's role and reputation as a leader and valuable resource in the Oakland literacy space.

This is a full-time, exempt position (40 hours per week) based in Oakland, CA. Our team is working remotely due to COVID and there will be flexibility for the role to continue to be partially remote into the future. Occasional evening and weekend hours will be required.

This is a salaried position with an annual compensation ranging from \$65,000 to \$70,000, depending on experience, and a competitive benefits package that supports employees' overall well-being.

In this role you will:

- Design and deliver training modules, capacity building workshops, peer-learning circles, and community-led learning through a variety of platforms and mediums to support coalition members and stakeholder groups (ex. parents, volunteers) to adopt evidence-based, effective practices into their work supporting students.

- Plan and facilitate convenings, forums, and other collaborative spaces for coalition members and ecosystem partners that address common challenges, elevate current issues and trends, leverage the strengths and expertise of participants, and expand opportunities to deepen impact and equity citywide.
- Develop the program calendar and lead the planning and execution of events and activities, including managing external facilitators/presenters and working with OLC colleagues on logistics and outreach.
- Maintain knowledge of prevailing trends, issues, and best practices related to literacy with the potential to impact the local ecosystem and student achievement. Provide leadership and expertise to the coalition network and broader field on what matters in improving literacy and related issues.
- Build trust-based relationships with diverse organizations and stakeholders through authentic listening and communication. Encourage feedback to contribute to the improvement of the OLC's learning programs and strategy.
- Serve as an effective, highly regarded ambassador and representative for the OLC to partners and stakeholders in the community.
- Collaborate with the team to consider the revenue-generating opportunities in your work with an eye towards long-term sustainability and growth.
- Contribute to other projects and priorities that advance the organization's mission.

Knowledge and skills you'll bring to the OLC:

While no one candidate will embody all the qualifications below, the ideal candidate will possess many of the following experiences, competencies, and attributes:

- At least 3-5 years of experience developing training modules, capacity building programs, or professional learning that enhanced participants' impact, efficacy and continuous improvement.
- Demonstrated success as a facilitator using best practices for supporting adult learners to create engaging, collaborative, and impact/action-oriented learning environments.
- A deep understanding of the developmental stages of reading and writing and familiarity with the science of reading and literacy curriculums and instructional strategies.
- Optimistic self-starter with the drive and enthusiasm to navigate through ambiguity to produce high-quality results. Collaborative spirit and team orientation coupled with the ability to work independently as part of a small, fast-paced, and growing organization.
- Outstanding project manager who can lead multiple, complex, multi-stakeholder projects from concept to implementation on tight deadlines. Ability to problem-solve and multitask in a dynamic environment.
- Strong communication skills, both verbal and written; sophistication to convey complex ideas through multiple platforms.
- You think of new ways to achieve our goals, you are bold and confident with your ideas, and are willing to shake things up in service of what's needed.
- You are passionate about the OLC's mission and committed to educational equity and justice.

ABOUT US

Building a future where all Oakland students are afforded their civil right to literacy will take all of us. That's why the OLC fosters a diverse coalition of community organizations and agencies with the mission of working together to ensure that every Oakland child learns and loves to read.

We are in an exciting phase of strategic growth and organizational development to deepen our impact as an innovative, effective, and sustainable literacy hub for Oakland. Our passionate and entrepreneurial team, led by two women Co-Directors, is committed to fostering collaboration and continuous learning internally and across our network to advance our mission.

TO APPLY

Please send your resume and a cover letter outlining your interest in the position and the skills and experiences that will contribute to your success to Sanam Jorjani at jobs@oaklandliteracycoalition.org. Please put "Program Manager, Coalition Learning" in the subject line. No phone calls, please.

ANTI-DISCRIMINATION POLICY + COMMITMENT TO DIVERSITY

The Oakland Literacy Coalition is an equal opportunity and affirmative action employer committed to creating a diverse staff and inclusive environment. *We especially encourage members of underrepresented communities to apply for this role.*

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, religion, sex, gender identity or expression, sexual orientation, marital status, physical or mental disability, medical condition, veteran status, primary language, citizenship, or immigration status.