



Project Adult Literacy Society

Adult Literacy Program Manager

JOB DESCRIPTION

JOB TITLE: Program Manager

PROGRAM: Literacy

REPORTS TO: Executive Director

LAST UPDATED: August 22, 2023

OVERVIEW:

We are seeking a highly motivated and experienced Adult Literacy Program Manager to oversee and coordinate our adult literacy program. As the program manager, you will be responsible for designing, implementing, and evaluating initiatives aimed at improving adult literacy rates in our community. Your role will involve managing a team of educators and volunteers, developing partnerships with local organizations, and ensuring the smooth operation of the program. This position offers an exciting opportunity to significantly impact adult education and empower individuals to enhance their literacy skills.

KEY AREAS OF RESPONSIBILITIES:

Program Development and Implementation:

- Develop strategic plans and objectives for the adult literacy program, aligned with organizational goals.
- Design and implement effective curriculum, instructional materials, and resources to meet the needs of adult learners.
- Oversee the delivery of literacy instruction, including classroom-based teaching and individual tutoring sessions.
- Continuously evaluate program effectiveness and make necessary adjustments to improve outcomes.

Team Management and Volunteer Coordination:

- Recruit, train, and supervise a team of educators and volunteers to deliver high-quality literacy instruction.
- Provide program staff and volunteers guidance, support, and professional development opportunities.
- Foster a positive and inclusive work environment that promotes collaboration and teamwork.

Community Engagement and Partnerships:

- Establish and maintain collaborative relationships with local organizations, community centers, and educational institutions to leverage resources and expand program reach.
- Actively engage with key stakeholders, including learners, families, and community leaders, to promote program awareness and participation.
- Represent the organization at relevant community events, conferences, and meetings.

Program Evaluation and Reporting:

- Develop and implement a system for monitoring and evaluating program outcomes, including learner progress and program impact.
- Prepare regular reports on program activities, outcomes, and recommendations for program improvement.
- Ensure compliance with program funding requirements and reporting obligations.

Budget Management and Fundraising:

- Assist in developing and managing the program budget, ensuring effective allocation of resources.
- Identify and pursue funding opportunities through grant applications, partnerships, and community fundraising efforts.
- Maintain accurate financial records and ensure transparency and accountability in financial management.

Qualifications:

- Bachelor's degree in education, adult education, or a related field. A master's degree is preferred.
- Proven experience (3-5 years) in program management, preferably in adult literacy or adult education.
- Strong knowledge and understanding of Canadian Language Benchmarks and adult literacy levels
- Strong knowledge of adult literacy principles, teaching methodologies, and instructional design.
- Experience in managing and supervising a diverse team of educators and volunteers.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively with learners, staff, volunteers, and community partners.

- Demonstrated ability to develop and maintain partnerships with external stakeholders.
- Strong organizational and project management skills, with the ability to prioritize tasks and meet deadlines.
- Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint) and database management.
- Proficiency in data collection, analysis, and reporting.
- Familiarity with budget management and grant writing.
- Passion for adult education, literacy, and promoting lifelong learning.

Note: This job description is a general outline of responsibilities and qualifications and is not intended to be an exhaustive list of duties. The organization reserves the right to revise or change job duties as needed.

WORKING CONDITIONS:

The Program Coordinator works primarily in the PALS office and typical working hours are between 9 AM-5 PM but some occasional hours outside of these hours may be required.

HOW TO APPLY

Apply online here: [Adult Literacy Program Manager - Edmonton, AB - Indeed.com](#)

Or submit a resume and cover letter to hr@palsedmonton.ca