



Adult Literacy Program Director Job Description

Classification: Full- or Part-time, (25 hours per week minimum), competitive pay and benefits.

Reports to: Executive Director.

Overview:

The program director is the thought-leader for Loudoun Literacy Council's adult programming. The individual oversees projects, programs, and supervises a team of 5 program assistants.

Duties and Responsibilities:

- Oversee and coordinate department operations, programs, and teams.
- Develop and implement strategic and operational department plans.
- Find innovative and effective solutions to meeting organizational goals and objectives.
- Supervise department staff creating a supportive and nurturing culture.
- Oversee evaluations and ensure program meets goals and benchmarks.
- Report on progress toward goals and objectives.
- Represent the organization at external meetings, events, or gatherings.
- Publicize programs through community and development strategies to increase participation.
- Assist in the creation and maintenance of department budget.
- Participate in fundraising activities when requested.
- Other duties as assigned.

Qualifications:

- Commitment to Loudoun Literacy Council's mission.
- Background in education, community development, human services or related field.
- Experience working with diverse communities.
- Strong project management skills.
- Experience managing a team of professionals.
- Fluency in a language other than English preferred.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Strong organizational skills, flexible, and self-directed.

Loudoun Literacy Council:

For over 40 years, Loudoun Literacy Council has been changing lives through literacy in Loudoun County. Loudoun Literacy Council provides area residents with literacy tools, resources, and support to develop young learners, enable parents to participate in the education of their children, and ensure that adults have access to healthcare information and opportunities for their economic advancement. Our mission is to provide low-income and immigrant adults and children who live and work in our county with the literacy proficiency, communications skills, and personal confidence to become successful, engaged, productive, and active members of our community. More information can be found on our website, loudounliteracy.org.

To Apply:

Please send a letter of interest indicating relevant experience, resume, and at least two references to Nikki Daruwala, Executive Director, jobs@loudounliteracy.org. Please note "Adult Program Director" in the subject line.

Loudoun Literacy Council is an Equal Opportunity Employer