

Job Title	Outreach Program Manager
Employer/ Agency	Literacy Advance of Houston
Job Description	<p>Literacy Advance provides literacy programs at multiple partner sites including schools, community centers, churches, other human service agencies, and businesses. The Outreach Program Manager is responsible for the implementation, management, and evaluation of the agency's Outreach partner programs and Family Literacy programs in accordance with the standards set out by the organization.</p> <p>Additionally, the Outreach Program Manager plays a key role in the successful managed growth of our Outreach programs as outlined in the agency strategic plan, along with relationship building with key stakeholders.</p> <p>This position supports the development and implementation of agency infrastructure to ensure high-quality Literacy Advance program delivery in the Greater Houston community.</p> <p>The Outreach Program Manager has the following responsibilities:</p> <p>Program Delivery</p> <p>Support and grow Outreach activities, under the guidance of the Program Director and Executive Director, and according to the agency's mission, growth plan, current Outreach programs and revenue generation goals, including a fee-based service scale for program delivery,</p> <p>Work with agency Leadership Team to reach agency program revenue goals and strategically develop new Outreach program funding sources,</p> <p>Develop Outreach programming budgets that align with proposed partnership MOUs,</p> <p>Adhere to best practices for volunteer management and volunteer models for service delivery,</p> <p>Recruit, secure, and support interns and volunteers for year-round placement in Outreach programs,</p> <p>Show pro-activity in learning about adult and family literacy and keeping up with new information in the field,</p> <p>Oversee the daily tasks associated with high-quality program delivery in existing and new Outreach locations including but not limited to formation and scheduling of classes, registration and assessment of students, and orientation and ongoing support of tutors, along with the supervision of data collection and entry,</p> <p>Develop and disseminate communication materials to successfully market Outreach programs,</p>

Deliver presentations and make appearances at local associations and organizations as needed for advocacy and community development, communicating interest back to appropriate areas of the organization,

Supervise all aspects of Family Literacy program, securing new sites and engaging school systems for participation,

Develop and implement agency plan for high-quality delivery of expanded, best-practice Family Literacy programming,

Oversee community book drives ensuring acknowledgement of donors, recording of donations, and proper inventory of supplies,

Act as one of the primary representatives to the United Way THRIVE initiative including the attendance of monthly meetings, overseeing the completion of all required reports, and adhering to compliance guidelines of funding relationship and program delivery,

Participate on committees and community collaboration efforts, to maintain relationships with agency partners,

Other duties as assigned.

Administration

Become an efficient user of Literacy Advance’s internal programs database system, Efforts to Outcomes (ETO),

Report outcomes of Outreach programs in a timely and effective manner,

Record, maintain and utilize comprehensive contact, progress and resource information on each community partner and prospect,

Supervise and coach the Outreach Program Coordinator(s) and any other Outreach support staff,

Provide outcomes and summaries for reporting, proposal writing information, and the financial requirements for Literacy Advance Outreach programs.

Qualifications

A Bachelor’s degree is required. Emphasis in social work, education, community development or related field is preferred; however, all disciplines will be considered. In addition, three to five years of professional experience is required.

This position must show the ability to motivate, lead, and facilitate teams in order to successfully meet end goals. Excellent written, verbal, and interpersonal communication skills are also required.

Experience with project planning and management, budget development and forecasting, and program evaluation metrics are also necessary.

	<p>To be successful, the Outreach Program Manager will possess skills in prospecting, sales, business development and public presentations. Broad computer skills are required, including Microsoft Office suite and an understanding of data entry best practices.</p> <p>Basic Spanish-speaking skills would be helpful, but are not required.</p>
Salary/Hours	<p>This is a regular full-time, exempt position based at our Wilcrest office location. This position is eligible for health and dental benefits, as well as a PTO accrual of 6 hours per pay period for a total of 144 hours annually.</p> <p>Regular evening and some weekend work will be required. Additionally, weekly travel to meet with program partners is part of the roles and responsibilities for this position and reliable transportation is necessary, with mileage reimbursed according to agency policy guidelines.</p> <p>Cell phone stipend and expense reimbursement are provided.</p> <p>Salary range is \$34,000 - \$40,000; final salary is dependent upon experience and qualifications.</p>
Employer/Agency	<p>Literacy Advance of Houston</p> <p>The mission of Literacy Advance of Houston is to transform lives and communities through the doorway of literacy. Considered the premier agency for community-based literacy programs in Houston, Literacy Advance helps adults read, write, communicate and understand English to enable them to succeed in the workplace, in school, and in the community.</p> <p>Literacy Advance offers these primary programs: Adult Basic Education (ABE), English as a Second Language (ESL) and Family Literacy, which are supported 100% by trained volunteers.</p> <p>Literacy Advance also delivers literacy services throughout the Houston community via a growing Outreach Team. Annually, Literacy Advance serves approximately 1,500 adult learners, supports more than 300 volunteer tutors, and manages classes at multiple sites in Harris County in addition to Monday – Saturday classes at its main locations in west Houston and the Clear Lake area.</p> <p>Established in 1964 by a small group of dedicated volunteers, Literacy Advance is a United Way of Greater Houston agency, an accredited affiliate of both the Houston Center for Literacy and ProLiteracy, and a member of Literacy Texas and the Better Business Bureau. For more information about Literacy Advance and its programs, please explore our website: http://www.literacyadvance.org</p>
Address	2424 Wilcrest, Suite 120
City, State, Zip	Houston, TX 77042
Contact Person	Human Resources
Contact Title	Human Resources
Telephone Number	No phone calls please.
Email Address	hr@literacyadvance.org

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Application Method	Send resume and cover letter describing your qualifications and salary requirements to the following. No phone calls please. Our apologies, but only short-listed candidates will be contacted. Email: hr@literacyadvance.org Mail: ATTN: Human Resources, 2424 Wilcrest, Suite 120, Houston, TX 77042
Opening Date	Position available immediately.

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

