People’s Resource Center
Job Posting – Director of Adult Learning & Literacy

POSITION/PROGRAM OVERVIEW
PRC is hiring a Director of Adult Learning & Literacy to develop, coordinate and advance the Adult Learning and Literacy (ALL) program which responds to needs and resources in accordance with PRC strategy. The ALL program includes providing Adult Basic Education, ESL, high school equivalency, American citizenship, and computer training services at Wheaton location, Westmont location, as well as 30+ partner organizations in DuPage County. The Director of ALL is ultimately responsible for providing services to over 2,400 clients, managing over $800,000 of operating expenses, supervising 4 employees and over 300 volunteers.

PRC offers a generous compensation and benefits package to our full time employees, including:

- Medical Insurance – HMO and PPO (80% employer paid)
- Dental Insurance – PPO (80% employer paid)
- Flexible Spending Account participation
- Short Term Disability (100% employer paid)
- Life Insurance
- SIMPLE IRA retirement plan & company match
- 23 days of Paid Time Off (PTO)
- 12 paid holidays

ESSENTIAL FUNCTIONS

A. Program Leadership
- Establish, implement and monitor services, goals, objectives and budgets for literacy and computer educational programs
- Participate in and support implementation of PRC strategic goals
- Develop, implement, and monitor client registration process, support services, and provide referrals
- Develop and maintain student learning-centered curriculum and tutor training materials
- Plan, organize and implement program evaluation and outcome measurement tools that ensure program effectiveness.
- Establish, maintain and analyze accurate and relevant program statistics including service statistics, student data and volunteer data
- Cultivate collaboration within PRC departments and on- and off-site locations
- Assist in the fund development process by participating in the development of grant proposals, identifying potential grantors, assisting in implementation of program fundraisers and identifying new methods of program fundraising.
- Steer program budgets providing oversight for in kind donations, managing supply requests and participating in the yearly budgets and objectives setting processes

B. Advocacy/Community Relationships
- Develop and maintain relationships and partnerships with community organizations
- Advocate for improving literacy and bridging the digital divide by providing ongoing research, analysis, and education regarding English and Computer Literacy needs in DuPage County
C. **Supervision**
   - Directly supervise Adult Learning and Literacy program employees and indirectly supervise program volunteers
   - Responsible for overall program staffing and personnel issues including hiring, scheduling, supervising, training, development, appreciation, recognition, and evaluation

**POSITION REQUIREMENTS**

**Experience/Education**
   - Bachelor’s degree in education related field required, Master’s degree preferred
   - 7 years of experience managing a program required preferably in Adult Basic Education
   - 3 years of adult teaching experience required
   - 5 years of supervising experience required
   - Experience in creating and managing a budget required
   - Teaching English To Speakers of Other Languages (TESOL) or Teaching English as a Foreign Language (TEFL) Certification required

**Skills/Knowledge**
   - Commitment to PRC’s mission, values, and community focus
   - Passion for providing adult English and Computer Literacy education
   - Demonstrated commitment to collaborative work
   - Ability to effectively promote and represent PRC to other organizations in particular Adult Learning and Literacy Program
   - Ability to work independently, with a team, and with a diverse group of individuals
   - Demonstrated ability to work effectively with and supervise employees and volunteers
   - Ability to interact and communicate clearly with multiple constituencies
   - Demonstrated ability to work with linguistically and culturally diverse client population
   - Must demonstrate professionalism, flexibility, good judgment and commitment to teamwork
   - Ability to manage multiple projects simultaneously
   - Ability to exercise professional judgment to resolve complex problems
   - Ability to maintain a high level of confidentiality
   - Knowledge of adult training methods, curriculum design, needs assessment and evaluation methodology
   - Ability to work with instructional technology
   - Able to compile, analyze and evaluate data
   - Computer proficiency required in MS Office, Outlook, Internet search engines, Google Apps and familiarity with databases

**APPLICATION PROCESS**

To apply, please send your resume, cover letter, and salary requirements to resumes@peoplesrc.org.

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED**

No phone calls, no faxes please. People’s Resource Center is an Equal Opportunity Employer. This job posting can also be found on our website www.peoplesrc.org - About PRC - Employment Opportunities