



**JOB TITLE:** Director of Literacy & Workforce Programs  
**LOCATION:** Chicago (Midway Airport Area)  
**REPORTS TO:** President/CEO

**DATE:** 2/8/2018

PODER is an immigrant integration center that prepares Spanish-speaking adult immigrants to seize opportunities in Chicago through integrated, tuition-free English education and job training programs. PODER's professional, disciplined approach ensures all students learn to understand and communicate in English to navigate daily life with confidence. Through workforce development initiatives, including our innovative Oprima- 1 transitional job program, students gain marketable job skills and certifications that prepare them to enter the Chicago job market. PODER's positive environment empowers Spanish-speaking adults from all education levels to build successful new lives in the United States.

#### **POSITION PURPOSE:**

Organize, coordinate, and directly supervise day-to-day operations of literacy and workforce development programming, especially as they relate to Illinois Community College Board outcomes and requirements, including ABE (Plaza Comunitaria), Integrated English (IE), and supplemental job trainings and workshops.

#### **ESSENTIAL TASKS:**

- Provide leadership and direction in the development of program goals and objectives in line with the three year strategic plan
- Recruit, hire, directly supervise and monitor performance of qualified instructors, managers and support staff including interns and volunteers
- Manage and coordinate staff development and program improvement activities
- Collaborate with department team members in student recruitment and retention
- Coordinate quarterly department meetings and institute days
- Supervise program sites in coordination with Operations & Program Development Managers
- Develop and manage competency integration into curricula for all literacy programs
- Foster partnership development with local businesses, organizations, and educational institutions who can serve as "expert resources" for students around specific job and life skills
- Explore options for developing a Math Bridge course and updating Reading/Writing Bridge course; research TABE testing feasibility/roll-out for Bridge-eligible students
- Support and assist instructors with lesson planning
- Coordinate annual review and revision of instructional materials, student assessments
- Conduct formal observations of direct reports
- Monitor enrollment and projections to staff classes appropriately
- Adjust teaching, class scheduling, delivery to ensure courses are conducted in most effective manner to address community needs
- Review and verify instructor's attendance, lesson planning and grading records for accuracy and completeness
- Attend and participate in various meetings and committees as they relate to adult education and workforce training
- Maintain records as required by ICCB and other stakeholders
- Review courses to ensure compliance with ICCB goals, objectives

- Ensure accurate and timely collection and reporting of data as required by public (federal - WIOA; state - ICCB, IL State Library) and private funding sources
- Attend ICCB/APC regional and statewide meetings, conferences
- Work with appropriate staff and departments to ensure successful transition of students from level to level, program to program, and program to job placement
- Participate on community boards to represent and advocate for the organization
- Attend professional development and networking opportunities
- Instruct courses as needed

**KNOWLEDGE, SKILLS, and ABILITIES:**

- Knowledge of PODER policies, procedures, and practices with the ability to answer work-related questions and interpret and apply these guidelines in various situations
- Knowledge of ICCB requirements, adult education regulations, and WIOA Title II legislation
- Excellent organizational, analytical and project management skills
- Availability to regularly work evenings and periodically weekends
- Ability to travel locally and out-of-state to participate in meetings, conferences, and other activities

**LEADERSHIP and COMMUNICATION SKILLS:**

- Ability to communicate effectively (verbally, written in English/Spanish required) to directly manage and lead a diverse workforce and student population
- Strong interpersonal and communication skills
- Disseminate information regarding policies and procedures
- Serve as brand ambassador to internal and external stakeholders

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:**

- Three years of instruction or leadership in adult and/or higher education
- Experience in adult education accreditation procedures, articulation processes and program review including student assessment (preferred)
- Experience working with integrated curriculum: civics, technology, financial literacy, life/job skills, emotional intelligence (preferred)
- Knowledge of federal, state requirements related to adult education (preferred)

Salary commensurate with experience. Benefit package includes health insurance subsidy and Fidelity Investments Simple 401(k) company match. Generous holiday schedule and flexible accrued PTO for vacation, personal and sick days.

PODER is an equal opportunity employer.