



Literacy Source Position Announcement

Title: Community Programs Instructional Project Manager

Location:

This position will be based out of our Learning Center 12360 Lake City Way NE, Ste 301 and will be primarily working with our Community Programs team. We anticipate this position will have a mixture of in-person, hybrid (remote and on-site), and remote work going forward, including meetings at community partners' or employers' locations.

About Literacy Source:

As a non-profit community learning center, we work towards an inclusive and equitable society providing education and opportunities for all adults. We provide free basic skills classes and one-on-one tutoring at our Learning Center in Lake City and in locations throughout Seattle. Our students range from 18 to 90, speak 50 languages, and represent 68 nations. Ninety-seven percent (97%) of our students are low-income and 88% are immigrants or refugees. All of our students share one common element – the desire to learn and achieve their goals.

Our mission: Literacy Source provides accessible, high-quality foundational education for adults to create lasting opportunities for themselves, their families, and their communities. More on our mission, values and organization at www.literacysource.org.

Position Description and Duties:

This position is currently full-time including teaching one Literacy Source class in addition to the community programs management, and will continue, dependent on the continued growth of the Community Programs Department. Currently, the Community Programs portfolio includes adult education initiatives in partnership with Seattle Public Libraries (winter quarter 2026 only), Seattle Housing Authority, SEIU 1199NW Training Fund, University of Washington, PNW 8 Union Training Fund, and multiple departments within the City of Seattle with more in development. This position will start out as the day-to-day manager of 3-5 of our ongoing Community Programs.

Duties include:

Program Management

- Working with the Community Programs Manager, Business Development Manager, internal and external stakeholders to **support the Community Programs department overall.**

- For assigned community programs, provide **program oversight** including but not limited to:
 - Regular partnership communications
 - Data tracking and reporting to meet target outcome and performance measures
 - Managing project budgets as assigned
 - Working with senior managers to (re)negotiate contracts
- For assigned community programs, provide **program development** including:
 - Consistently communicating with partners
 - Leading qualitative and quantitative needs assessments and negotiation of learning targets and/or contract deliverables
 - Using backwards design and creating curriculum incorporating partner-based needs assessments, adult learning standards, and best practices for learner-centered instruction
 - Determining and documenting deliverables and reporting requirements
 - Implementing programming best practices in alignment with Literacy Source instructional team processes
- Working with Literacy Source staff to hire and onboard new employees
- For assigned community programs, provide **direct supervision** of program staff and volunteers including:
 - Supervising 1-5 staff members. Supervisory responsibilities include hiring, onboarding, providing ongoing training and supervision, managing teaching observations and annual reviews, and exiting staff
- For assigned community programs, provide curriculum development and instructional support.

Organizational Support

- Work with the instructional programs team to:
 - Identify and maintain potential and ongoing partner relationships
 - Assist with the creation of marketing tools including flyers, videos, social media content, and outreach emails
 - Assist with maintaining database of partner contacts across major industries
 - Assist with contract creation and management, training and consulting engagements, and memoranda of understanding
 - Represent Literacy Source at meetings, events, industry gatherings, etc.
 - Contribute content to proposals and assist with their completion and submission
 - Assist with building a supportive, engaging, and active environment for the team
 - Participate in staff meetings, staff development initiatives DEI efforts, team meetings and the like to build instructional and organizational infrastructure

Required Qualifications:

- Literacy Source is working to become a fully inclusive, multicultural, anti-racist organization. Experience with and commitment to this work is essential
- Strong background in adult foundational education and program and curriculum development
- Supervisory and program management experience
- Ability to work independently and prioritize competing demands
- Excellent verbal and written communication skills and demonstrated competence in interpersonal relationships
- Ability to effectively and respectfully interact with co-workers, clients, donors, volunteers, and community partners with diverse backgrounds
- Connection with mission of Literacy Source and our diverse community

Desired Qualifications:

- Experience with needs assessment for program creation, evaluation and support
- Experience with Curriculum development in the context of workplace skills, digital literacy and/or ABE/ESOL foundational skills.
- Familiarity with Washington State Adult learning standards
- Experience working in a multi-cultural environment with ESOL students, immigrant and refugee adults, and/or adults with learning disabilities
- Experience in non-profit program management and working with external funders and/or contracts
- Bilingual/bicultural with skills in Spanish, Chinese, Amharic, Oromo, Arabic, Tigrigna, Vietnamese, Russian, or Ukrainian especially desired, but any bilingual/bicultural experience welcome

Compensation and Hours:

This position will be 24-35 hours per week, at a rate of \$31-32.20 hour DOE. The position could be full-time, which at Literacy Source is 35 hours/week, in combination with instructing a class in community programs or our center programs

Literacy Source provides a pro-rated benefits package for employees working 20 hours a week, including:

- Fully paid medical, dental, and vision
- 9 paid holidays; 2 floating holidays
- Paid office closure the first week of July and the last week of December
- Additional 20 days of paid time off
- Employer-matching retirement plan after one year of employment
- Federal student loan forgiveness
- Opportunities for paid professional development

Some flexibility with work schedule, with some remote, evenings and weekend work

Literacy Source is an eligible employer under the Federal Public Service Loan Forgiveness (PSLF) Program

The position is hybrid - some participation in our Lake City school may be required depending on duties. Starting salary determined by experience using the Literacy Source pay equity matrix.

How to Apply:

Submit a resume and cover letter to: Cat Howell, Co-Executive Director, cath@literacysource.org

For more information, visit www.literacysource.org or call 206-782-2050

Closing Date:

Open until filled. Preference for start date in January 2026.

Literacy Source is an equal opportunity employer working towards a culturally diverse workplace. We strongly encourage applications from the BIPOC community, immigrants, refugees, women, people with disabilities, members of the LGBTQ community and other underrepresented and historically marginalized groups.