

Position Title: Interim Program Director (Exempt)

Reports to: Executive Director

Location: This position is based in the Salinas office with travel to program sites within Monterey County. Some evening and weekend availability may be required. Being present in person at program sites and the office is required.

Status: Seasonal (Expected start date by 8/4 through 3/31)

Compensation: \$6,376 per month, paid semi-monthly

Additional Compensation: Includes paid travel time, mileage reimbursement, and stipends of \$2,000 each for candidates who hold a valid Multiple Subject Teaching Credential and/or demonstrate bilingual proficiency in Spanish.

Benefits: Personal health insurance, paid holidays, PTO and Sick Leave accrual

Position Summary:

The Program Director (Interim) plays a central role in advancing Read to Me Project's mission by overseeing the planning, implementation, and evaluation of all program activities. This includes supporting school sites, supervising program staff, managing data collection and analysis, and fostering strong relationships with community partners. The Interim Program Director ensures that the program is aligned with best practices in early literacy and family engagement and is implemented with fidelity across all participating schools.

Essential Duties and Responsibilities:

- In person performance of the job responsibilities is required, including traveling to program sites, community partners and the office.
 - Oversee daily operations and implementation in person of all program services.
 - Supervise and support Program Coordinators at their worksites, including scheduling, coaching, and conducting performance evaluations.
 - Collaborate with the Executive Director to evaluate and strengthen program design and outcomes.
 - Maintain in person relationships with school partners, including principals and classroom teachers.
 - Monitor fidelity of implementation and provide direct support for troubleshooting school-level issues.
 - Ensure program staff receive consistent training and professional development at each program site.
 - Lead data collection efforts, including student surveys, family feedback, and teacher input.
 - Analyze program data to inform practice and contribute to reports for stakeholders.
 - Represent Read to Me Project in person at school district meetings and community partner events.
 - Assist with grant reporting, communications, and special projects as assigned.
 - Other duties as assigned.
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Qualifications:

- Bachelor's degree required; a valid Multiple Subject Teaching Credential, Master's degree in Education, Public Administration, or a related field is preferred.
- Minimum of 5 years experience in education, literacy programming, or nonprofit program management
- Strong leadership, organizational, and interpersonal skills
- Experience managing and mentoring staff
- Proficiency in Google Workspace and familiarity with tools such as Salesforce and Form Assembly preferred
- Commitment to equity, inclusion, and community empowerment
- Bilingual in Spanish/English preferred