

# Literacy Volunteers of East Bay (LVEB)

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Warren, RI 02885  
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(401) 619-3779

## Position Description

**Title: Program Director**

**Hours: 25 hours a week – four days**

**LVEB Mission:** To recruit and match committed and well-trained tutors with adult learners desiring to improve their literacy skills, and to provide a learning experience that is free of charge and confidential. Literacy Volunteers of East Bay (LVEB) pursues a mission of sponsoring educational programs that help adults acquire the literacy practices and skills they need to function more effectively in their lives.

**Competencies and Qualifications:** The Program Director will be thoroughly committed to the LVEB's mission and goals. All candidates should have:

1. Earned four-year degree in education, management, human resources preferred; candidates with commensurate education and experience may be considered,
2. Demonstrated knowledge and commitment to adult education,
3. Demonstrated knowledge of nonprofit governance and management, and personnel development,
4. Demonstrated effective interpersonal and communication skills, particularly in the ability to work effectively with students, staff, diverse stakeholders and clients, including members of the Board of Directors, staff, volunteers, students, and community members,
5. Demonstrated ability to prioritize tasks, delegate effectively, and achieve goals,
6. Demonstrated skills with Microsoft Office programs, data base management applications, and proficiency with internet research and email,
7. Demonstrated entrepreneurial, adaptable, and innovative approach to high quality organizational planning,
8. Demonstrated integrity, professionalism, self-directedness, and effective decision making,
9. Demonstrated capacity to work collaboratively with the Board of Directors, Treasurer and partner agencies.

**Responsibilities:** The following are job responsibilities for the Program Director:

1. Ensure compliance with all LVEB policies, including governmental and grant compliance and reporting, and

compliance with applicable laws and regulations, and the mission of LVEB,

2. Provide research and information to the Board of Directors in connection with the development and implementation of LVEB Strategic Plan and Goals,
3. Develop and manage the annual operating budget, oversee financial records and ensure accurate and timely processing of donations, grant funds, revenue from other sources and accounts payable,
4. Identify and negotiate strategic partnerships and collaborations in local communities,
5. Ensure accurate and timely record keeping for activity reporting, financial management, and tracking performance toward goals,
6. Provide support for Board of Directors meetings, committee meetings, and other Board activities,
7. Personnel management, including effective supervision, professional development, staff meetings and performance evaluations,
8. Oversee instructional programs, including volunteer training, learner testing and tutor assignment, and program resourcing and staffing,
9. Coordinate with the Fund Developing Committee of the Board of Directors the annual fund development calendar, ensure grant compliance, develop and manage the donor communications plan, and provide support for the annual meeting and special events,
10. Develop and manage all public relations and advocacy activities, and other duties as assigned by the Board of Directors.

**Reporting Structure:** Reports to Board of Directors of Literacy Volunteers of East Bay and leads a diverse population of staff, volunteers and clients.

**Physical Demands:** Extensive reading, writing and computer use. Driver's license, transportation and local travel required.

**Work Environment:** Friendly, professional and busy literacy centers at two locations with a diverse population and varying literacy needs.