



Apply online: <https://makewayforbooks.org/careers/>

Make Way for Books (MWFB) is a nonprofit 501(c)(3) organization dedicated to making a positive impact in our community by providing essential early literacy services in under-resourced communities of southern Arizona. Our mission is to give all children the chance to read and succeed.

POSITION DESCRIPTION: Associate Program Director

REPORTS TO: A Regional Director or a Program Director or a Senior Program Director

SUPERVISES: Program Manager, Program Staff

FLSA STATUS: Exempt

CATEGORY: Staff – Regular

FULL TIME/PART TIME: Full Time (1.0 FTE)

SALARY RANGE: \$52,152 - \$65,190 DOE (annually)

POSITION DESCRIPTION:

Position Summary

The Assistant Program Director supports the development, coordination, and administration of an assigned program or programs in collaboration with the Regional Program Director or a Senior Program Director.

Key Responsibilities

- Collaborates in the development and administration of assigned programs including budgeting, reporting, curriculum development, staff supervision, program structure, and program assessment.
- Supervises and supports the Program Manager and staff with implementing content-based training and provides individualized technical assistance.
- Supports program staff in collaboration with site and program partners that align with the grant needs and partnerships.
- Assists with creating and managing program budgets.
- Assists with developing curriculum and content delivered by the program.
- Participates in and facilitates workshops and group coaching sessions for staff.
- Assists with developing program schedules, staff site assignments, assessment tools, program manuals, agendas, and associated documents.
- Assists with development and submission of required program reports in accordance with timelines dictated by grants and the foundation.
- Reviews staff data and collaborates with program leadership to ensure program data comply with grant reporting requirements.
- Collaborates in the assessment of service delivery and provides coaching and support in conjunction with professional development plans that include opportunities for growth.

- Represents the agency with funding partners and statewide collaborators.
- Liaises between the program, senior leadership, staff, and other program leadership.
- Develops strategies for future programs in collaboration with senior leadership.

Minimum Qualifications

- Bachelor's degree in early childhood education or closely related.
- 2 years' program leadership experience.
- 3 years' professional experience in early literacy and childhood education.
- Extensive knowledge of adult learning theory, curriculum development, and engagement strategies.
- Ability to perform verifiable research in the areas of early childhood literacy, teaching styles, learning styles, and program administration.
- Strong interpersonal skills and the ability to build relationships with flexibility and finesse.
- Excellent written and verbal communication skills.
- Ability to integrate various communication styles to execute effective programming.
- Excellent problem-solving skills.
- Strong budget management skills including financial analysis, basic accounting skills, money management, and financial reporting.
- Project Management skills and the ability to set and meet deadlines and delegate project tasks and deliverables.
- Knowledge of content creation tools including Canva, Publisher, and Wix.
- Computer proficient in MS Office suite, Google suite, and other general business technology.
- Exceptional attention to detail and the ability to produce quality results.
- Excellent organizational and time management skills and the ability to meet and maintain deadlines.
- Ability to work independently and collaboratively as part of a team.
- Reliable transportation and ability to work during evenings and weekends. Some travel across Arizona will be required.

Preferred Qualifications

- Bilingual (English/Spanish)

Physical Demands/Working Conditions

- This position requires a minimum of 40 hours per week and occasional weekends and evenings.
- Will be required to work extended periods of time in front of a computer screen.
- Intermittent physical activity including bending, reaching, and lifting heavy boxes.
- Ability to lift up to 40 pounds.
- Ability to work in diverse weather for outdoor events: heat, cold and wind.

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY INCUMBENTS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION.

PRE-EMPLOYMENT SCREENINGS

Make Way for Books conducts pre-employment screenings for all positions, which may include a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Make Way for Books is an EEO/AA – M/W/D/V Employer.

Make Way for Books does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), citizenship, economic circumstances, disability, marital status, familial status, sexual orientation, veteran status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of programs and services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

All MWFB staff members are expected to join with and uphold this commitment.

To apply: Please apply online with a resume and cover letter at <https://makewayforbooks.org/careers/> . The interview process will include multiple interviews. The position will remain open until a qualified candidate is hired. Please, no phone calls.