



## **Program Associate**

**Reports to:** Executive Director

**Direct reports:**

**Status:** Part-time (20 -25 hours/week)

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**Direct reports:**

**Status:** Part-Time, 20 hours/week, consistent schedule M-F will be required

### **Mission Statement**

The Montgomery Coalition for Adult English Literacy strengthens the countywide adult English literacy network to support a thriving community and effective workforce.

### **Aspirational Vision Statement**

MCAEL envisions a culturally diverse community where dreams are achieved through the power of literacy.

### **About MCAEL**

MCAEL traces its beginnings to 2002 when the Montgomery County Council, adult English literacy service providers and community stakeholders worked together to address the growing demand for programs and services. MCAEL incorporated as an independent nonprofit organization in 2006 and received its 501(c)(3) tax status in 2008. The organization is in an exciting phase of its growth and enjoys an excellent reputation in the county and with our partners.

MCAEL has two major programs, supported by a variety of activities:

1. Capacity Building – MCAEL provides literacy program staff and instructors:
  - professional development trainings and workshops using research-based practices
  - maintains a library of respected teaching materials and resources
  - facilitates networking opportunities
  - administers County grants and raises other private grant funds to be awarded to adult English literacy provider programs
2. Community Education and Engagement – MCAEL collects data on literacy and publishes reports; advocates for resources for literacy; educates and creates awareness about the challenges and solutions to literacy issues facing Montgomery County

### **Position Overview**

The Program Associate is part of the program team at MCAEL. The successful applicant will ideally have some experience with adult ESOL either as a learner, instructor, or program staff person and/or experience with grants management or program management. This person will be part of a small program team which provides support, capacity building, funding, and/or grants management to over 65 adult ESOL programs in

Montgomery County which includes 750+ instructors and staff reaching over 15,000 adult ESOL learners each year.

## **Responsibilities**

### **Provider Network Capacity Building**

- Assist Program Manager with provider meeting planning including contacting speakers, arranging agendas, and developing materials
- Provide ongoing support to providers to respond to questions, connect them with network opportunities and facilitate collaboration
- Support and facilitate network communications and collaborations within the network and by connecting providers to other county resources
- Support ESOL Program Coordinator & Instructional Specialist with professional development conference

### **Grant Management**

- Provide grant management to a portfolio of MCAEL Grantees including receiving and reviewing reports, checking and processing invoices for payment; assist in providing feedback to grantees
- In consultation with Program Team develop annual request for proposals and timeline for annual MCAEL grant process
- Assist in recruitment, orientation, and management of grant review panel
- Coordinate the processes associated with grant applicants and grant panel processes (i.e., receiving proposals, scheduling grant panel and interviews, and coordinating the overall review process)
- Collect and analyze data to inform programming and grant priorities

### **Data Management and Analysis**

- Collect and analyze program data, including but not limited to: attendance and survey results from MCAEL workshops, trainings and meetings, annual surveys, and provider directory information
- Assist program staff with preparing reports, presentations and articles to showcase MCAEL's work and organizational results
- Use Salesforce and Grants Management Software to ensure data and information is recorded and accurate

### **Community Engagement:**

- Attend MCAEL events and support MCAEL events and meetings as necessary and appropriate
- Assist with electronic communications, newsletters and other communications as needed to provider and instructor communities

Other duties as assigned depending on the needs of the organization

### **Qualifications (a combination of degrees and other relevant experience may be considered)**

- Bachelor's degree, preferred
- Experience as either an ESOL instructor or ESOL program staff preferred
- Data collection skills required along with an ability to assess data and recommend action based on that data analysis
- Experience working as part of a team

- Excellent written, oral and interpersonal skills to communicate effectively with varied audiences.
- Excellent command of Microsoft Office
- Experience with Salesforce preferred
- Appreciation and interest in working to support a diverse community in Montgomery County

MCAEL seeks to hire individuals who have interest and experience in any or all of the following: building community, immigrant integration, coalition building, partnership development and adult education. An inquiring mind, a desire to address community development by helping those without English literacy skills acquire them, passion, grassroots organizing, innovative thinking and flexibility are all traits that would enable a MCAEL employee to be successful. Additionally, bilingual or multilingual capabilities are preferred. Experience living in a culture that is not one's native culture would be a plus. MCAEL's staff is small but mighty, thus the ability to work as a part of a dynamic, high energy team and individually to accomplish mutually shared goals, and support a growing and dynamic coalition of 60+ programs, 1500 staff and instructors and almost 15,000 learners is critical.

**Interested applicants should submit cover letter, resume, and a list of three references to [execdir@mcael.org](mailto:execdir@mcael.org). Applications will be reviewed on a rolling basis until the position is filled.**

Salary: Commensurate with experience. Other benefits include: retirement plan, vacation, sick and personal time at a rate commensurate with employment status; professional development support.