

Job Description	
Position Title:	Director of Education & Workforce Development
Department:	Education & Workforce Development
Reporting to:	Executive Director
Employment Status:	Full-time
Classification Status:	Exempt
Compensation Range:	\$58,000 – \$65,000
Direct Reports:	Adult Education Manager, Youth Education Coordinator
Designation & Schedule: (Remote/In-office/Hybrid)	Hybrid; Monday – Friday; 9:00 AM – 5:00 PM (Two days per week required in office)
<p>Position Summary: The Director of Education & Workforce Development oversees our adult and youth English language acquisition programs. Manage the day-to-day operations of the Department. Working collaboratively with the Executive Director, identify new program areas, ways to scale/expand current programming, and provide leadership, management, and hold accountable the Education & Workforce Department staff, interns, and volunteers.</p> <p>Essential Job Functions:</p> <ul style="list-style-type: none"> • Provide oversight and leadership to the Adult Education Manager and Youth Education Coordinator • Develop, in collaboration with the Executive Director, annual departmental goals, key performance indicators, and strategies • Adopt, develop and modify curriculum which is evidence based and align with NC Core and NRS • Develop, with the Executive Director’s approval, new program opportunities including expanding current programs and services • Manage contracts and grant awards to ensure compliance including data management and budgetary oversight • Develop annual contracts for 1099 Contractors and ensure they are paid accurately and timely • Provide training opportunities for 1099 Contractors, volunteers, and interns • Maintain key community partnerships including, but not limited to, CMS, schools within CMS, CML, branches within CML, and NC Works • Assist the Executive Director and Development Staff with contract and/or grant applications, including providing program outcomes, budget needs, testimonials, and photo opportunities <p>Minimum Qualifications (Knowledge, Skills, and Abilities):</p> <ul style="list-style-type: none"> • Master’s degree in education, NC teaching license or TESOL certified preferred • 5-7 years of experience managing English language acquisition programs including oversight of volunteer instructors • 3-5 years of experience managing grants or providing reports for the purpose of applying for and/or reporting on grants • Experience working in a fast-paced environment, managing multiple programs simultaneously • Proficient knowledge of Microsoft 360 including excel, word, email, SharePoint, and Teams. • Knowledge of and relationships with the Charlotte Mecklenburg School system and the Charlotte Mecklenburg Library system • Lived experience relevant to the immigrant population, preferred. • Multilingual, preferred. <p>PHYSICAL DEMANDS AND WORK ENVIRONMENT:</p>	

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Physical Demands

Must be able to:

- Sit for long periods of time while performing repetitive motions/computer work
- Apply physical mobility, including reaching, lifting, holding, pushing and pulling, carrying, bending, climbing stairs, kneeling, arm and leg extension.
- Occasionally lift up to 20 pounds.
- Maneuver within the office area.

Work Environment:

Most of the work is done in an office environment. The office is a shared space; therefore, employees must be able to work in a noisy environment and anticipate interruptions.

Disclaimer: The above statements listed are intended to describe the general nature and level of work being performed by employees assigned to this position. The list of duties is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. Employees will be required to follow any other job-related instructions and/or perform duties outside of their normal responsibilities, as needed, when requested by any person authorized to give instructions or assignments.