



United Way of Northern
Nevada and the Sierra

Title: Program Manager, United Readers Building Blocks

Reports to: Program Director, AmeriCorps

FLSA Status: Exempt

Hours: 40 hours

Revision/Effective Date: 08/28/2023

Note: Grant funded position with a start date of October 2, 2023 (earliest)

Salary Range: \$48,000 to \$55,000

(Health, Dental, Vision, and Retirement Benefits available)

JOB SUMMARY:

The **Program Manager, United Readers Building Blocks** supports and advances United Way of Northern Nevada and the Sierra's (UWNNS) mission to unite communities to improve lives. This position's primary responsibility is to co-design, develop, and implement the next stage of the United Readers program which will expand to focus on the Pre-Kindergarten and Kindergarten levels. The new program will provide early literacy mentors to deliver age-appropriate, foundational literacy and learning skills for children through Kindergarten. The new program will also coordinate community efforts to align with school district efforts to support a successful transition into Kindergarten. With the guidance of the Program Director and CI Team, this position will train and manage mentors who work with children and the program. The position will also execute a variety of administrative tasks and handle critical and confidential data. This is a grant-based position and continuation of employment is dependent on continuation of program funding.

ESSENTIAL FUNCTIONS:

PROGRAM AND PROJECT MANAGEMENT

- Develop a curriculum for mentor use that incorporates the United Readers-based curriculum with supplemental Pre-Kindergarten and Kindergarten-appropriate curriculum and activities
- Develop and plan community-based literacy activities that are delivered within a classroom setting or through other family engagement settings
- Work with local school districts to develop and add a *transition-to-Kindergarten* element to the program
- Work with UWNNS's marketing, media, and other departments to create a collection of videos and supplemental materials around the transition from Pre-Kindergarten to Kindergarten and activities that assist with the building of foundational skills at home and with caretakers



United Way of Northern
Nevada and the Sierra

- Manage and supervise volunteers to assist with Kindergarten classroom support at the beginning of the school year and at other times throughout the year as opportunities present
- Assist with the development and implementation of program communication, marketing, and evaluation
- Provide project and program management with the assistance of the Program Director
- Organize, collect, analyze, maintain, and report data pertinent to the program with the assistance of the Program Director
- Plan, prepare, and deliver member training with the assistance of the Program Director
- Develop and maintain relationships with key community partners
- Recruit and support United Readers Building Blocks mentors

COMMUNITY IMPACT

- Commitment to understanding the full span of UWNNS Community Impact programming activities
- Works with the UWNNS team in the development of the strategic plan and outcomes of UWNNS programs
- Collaborate with UWNNS Team to design and implement UWNNS initiatives
- Collaborate with UWNNS Leadership to advocate for policies related to UWNNS focus areas

OTHER DUTIES AND RESPONSIBILITIES

- Effectively represent UWNNS in the community by engaging and maintaining contacts with local organizations, businesses, and individuals
- Clearly communicate the organization's mission, values, and resource development opportunities
- Clearly communicate the program's mission and goals
- Develop an understanding and stay current with educational, social, and community issues
- Develop an understanding and remain current with Nevada State Pre-Kindergarten and Kindergarten Standards
- Provide support for family and community training and engagement
- Other duties as assigned

EDUCATION REQUIRED OR PREFERRED

- Bachelor's degree in Education or related field or
- 5 years of significant similar program experience

EXPERIENCE PREFERRED

- Experience with project management



United Way of Northern Nevada and the Sierra

- Experience managing data collection and reporting
- Experience leading and engaging others in learning

SKILLS REQUIRED OR PREFERRED

- High-level organization and project management skills
- Knowledge of standard office technology, including Microsoft Office and Google Suite
- Excellent oral and written communication skills
- Ability to work individually and as a team member
- Detail-oriented
- Have reliable transportation, current driver's license, and auto insurance
- Ability to pass a background check

PHYSICAL REQUIREMENTS OF THE JOB:

While performing the duties of this job, the employee is regularly required to sit for up to 3.5 hours, speak clearly, and hear callers when answering the phone. The employee is occasionally required to move throughout the office to perform office duties. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodation will be provided.

TO APPLY:

Send a cover letter and Resume to Krystal Nevada at Krystal.Nevada@uwnns.org. **Although the position is listed on several recruitment sites, the applicant must "apply" by sending their cover letter and resume to the email address above.** Application review begins immediately and will continue until the candidate is selected.