



LITERACY PROGRAM COORDINATOR JOB DESCRIPTION

FULL-TIME POSITION

Who We Are

[United to Learn](#) is an education nonprofit that is changing lives by transforming the relationship between schools and community. The United to Learn network is comprised of more than 75 partners including 49 Dallas ISD elementary schools as well as private schools, faith-based organizations, and businesses working together to accelerate student achievement, develop purposeful leaders and create a united and thriving community.

What We Believe

Our values underpin everything we do. Together we aim to be:

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

The Role

United to Learn's **Literacy Program Coordinator** supports the implementation and effectiveness of tutoring and other literacy programs delivered across our partner schools. The Program Coordinator reports to the Director of Literacy and the Chief Programs Officer. As a key member of the Programs Team, this role ensures the effective execution of United to Learn's overall strategy and vision across all program pillars, with a focus on the Literacy tutoring programs

Essential Responsibilities

- **Support United to Learn's overall program strategy** through program coordination and organization.
- **Establish and maintain trusting relationships** with partner schools, organizations, and individuals.
- **Support** tutoring programs, including Dallas College Aspiring Teachers, P-Tech, tutor training, and independent school tutors.
- **Coordinate volunteer tutors** to assist with programming.
- **Travel to partner schools** to observe and provide feedback to tutors.
- **Coach tutors** on best instructional practices.
- **Track tutor hours** in a timely manner.
- **Collect and report on key metrics** to ensure program efficacy and impact.
- **Actively participate** in weekly program team, school and community partnership meetings.
- **Contribute** to Board and Advisory Council communications, Network Meetings or Fundraising as needed.
- **Support** ordering resources, tracking inventory, and delivering items to schools through literacy initiatives.
- **Facilitate** the technical aspect of professional developments and meetings, such as running Zoom sessions.

Ideal Candidate Qualifications

- Demonstrate a strong commitment to public education, student achievement and the mission, vision, and values of U2L.
- Maintain strong organization skills and detail orientation, and the capacity to meet deadlines and adjust to priorities while managing multiple tasks.
- Be willing to attend early morning, evening and/or Saturday programming events as needed.
- Possess excellent written and oral presentation skills and ability to make data-informed decisions.
- Knowledge of key levers that impact Dallas ISD and willingness to advocate for sustainable change.
- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with team members.
- Proficient in Microsoft Office products (Word, Outlook, Excel, and PowerPoint as well as Google drive, slides, sheets, etc.)
- Bachelor's degree.
- School based teaching or non-profit experience preferred.

To apply, please email a cover letter and resume to careers@unitedtolearn.org.

OUR MISSION: Changing lives by transforming the relationship between schools and community.