



LITERACY PROGRAM COORDINATOR (BILINGUAL)

JOB DESCRIPTION

FULL TIME, IN PERSON, DALLAS TX

Who We Are

[United to Learn](#) (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 50 Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization [here](#).

The Role

United to Learn's Literacy Program Coordinator (Bilingual) supports the implementation and effectiveness of tutoring and other literacy programs delivered across our partner schools. 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

Our values underpin everything we do. The Literacy Program Coordinator (Bilingual) is expected to consistently demonstrate United to Learn's core values.

- **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

Reporting Structure

The Literacy Program Coordinator (Bilingual) reports to the Director of Literacy.

Essential Competencies

Functional Excellence

- Execute role with good service, minimal errors, following standard procedures, and using relevant resources within functional area
- Track, organize, and analyze key metrics
- Conduct analysis of data with keen sense for what is useful for problem-solving and decision-making
- Demonstrate willingness to learn, improve and advance own functional excellence
- Support United to Learn's overall program strategy through program coordination and organization
- Support tutoring programs, including Dallas College Aspiring Teachers, P-Tech, tutor training, and independent school tutors
- Support ordering resources, tracking inventory, and delivering items to schools through Learning Launch and other initiatives
- Support programs, such as U2L Book Bash, tutoring programs, and enrichment programs.
- Coordinate volunteers 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
- Maintain organization of all literacy materials
- Knowledge on best practices in literacy instruction

Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Effectively articulates personal U2L elevator pitch and lives the U2L brand
- Basic knowledge of Dallas ISD goals and priorities of U2L schools
- Basic knowledge of Dallas public education sector and collaborative organizations

Project Management

- Knowledge and skill to complete project tasks and follow project plans
- Track project metrics to maintain outcomes-driven focus
- Actively attend, participate in and contribute to team meetings, create notes and action items with prompt follow up
- Use Asana, shared drive and other project management tools effectively

Communications

- Excellent written and oral communication
- Listen actively and ask clarifying questions
- Adhere to brand personality: joyful, gracious, and sharp

Relationship Management

- Establish and maintain trusting relationships with defined key stakeholders
- Demonstrate effective interpersonal skills and build belonging internally and externally

People Development

- Exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers
- Provide clarity of instruction for (volunteer) assignments connected to bigger context of U2L mission and vision
- Treat all with respect and provide timely and constructive feedback when needed

Technical Excellence

- Collect and synthesize data through surveys, Google Forms, and other methods
- Demonstrate mastery in Google Suite, Microsoft Office and other technical tools
- Advanced knowledge in setting up and running Zoom and Google Meet virtual meetings

Ideal Candidate Qualifications

- Hold a bachelor's degree and school based teaching or non-profit experience preferred
- Must be fluent in Spanish and English
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs.
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

Compensation and Benefits

As a full-time employee, the Literacy Program Coordinator (Bilingual) will receive:

- Competitive Salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

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