Job Title: **StoryPlay Program Manager**
Reports To: **Director of Arts Integration Programs**
Status: **Regular, Full Time, Exempt**

ORGANIZATION AND MISSION

Literacy Connects is a 501(c)(3) non-profit organization with a mission of *connecting people of all ages to a world of opportunities through literacy and creative expression*. The core values that influence our organizational direction are **equity** and **social justice**, **creativity** and **imagination**, **collaborative relationships**, **joy**, and **transformational learning**. We seek people who are passionate, committed to the mission, adaptable, willing to take initiative, collaborative, and joyful. We are positive and always try to work from a place of gratitude.

POSITION SUMMARY

The StoryPlay Program Manager is part of the Arts Integration and Children's Literacy teams. The StoryPlay Program Manager delivers Literacy Connects' established early-childhood literacy play-based program model, growing the network of partner sites, volunteers, and teaching artists around it. Approximately 50 percent of the position is currently dedicated to StoryPlay, with StoryPlay responsibilities expected to grow as the program expands to additional sites.

Primary StoryPlay responsibilities include building and maintaining partner and site relationships, delivering training to volunteers and teaching artists, coordinating scheduling, books, materials, data, and program logistics, and applying partner and research-partner feedback to refine program delivery. The remaining time supports shared administrative systems and workflows across Arts Integration and Children's Literacy Programs. This administrative half is expected to shift over time: it is an opportunity to learn the organization's systems and build processes that support the program as it grows.

ESSENTIAL FUNCTIONS

StoryPlay Program Delivery and Training

- Serve as the primary contact for StoryPlay partner schools, early-childhood sites, and community partners; cultivate new site and district partnerships as the program expands.
- Deliver StoryPlay directly at selected sites.
- Deliver StoryPlay training to volunteers and teaching artists in accordance with early-childhood education best practices in literacy.
- Coordinate StoryPlay scheduling, volunteers, books, materials, data collection, evaluation administration, and day-to-day program logistics.
- Coordinate recurring administrative processes for contractors, interns, and volunteers, including onboarding, required documentation, and annual deadlines.
- Coordinate with designated Literacy Connects staff to select, order, receive, inventory, and distribute books.

Arts Integration Programs & Children's Literacy Administration

- Support agreements, purchase orders, invoicing information, payment tracking, and program closeout using approved rates, language, and processes.
- Maintain databases, calendars, forms, templates, records, and routine reports across approved systems; create and update standard operating procedures, workflows, checklists, and program documents in collaboration with the Directors and team members.
- Participate actively in team meetings and assist with other duties as assigned.

QUALIFICATIONS

- Associate's or Bachelor's degree in education, early-childhood development, or a related field, or equivalent relevant experience.
- Experience delivering programs, training, or instruction in early-childhood, education, or community settings.
- Experience training and supporting volunteers, teaching artists, or student groups.
- Experience working with children ages 0-5 and their families; experience in early-childhood settings is strongly preferred.
- Experience building and maintaining school, district, or community partnerships is preferred.
- Bilingual English/Spanish is preferred.
- Excellent organizational skills, attention to detail, and ability to manage multiple deadlines and projects.
- High level of initiative and ability to problem-solve and work independently within established processes.
- Exceptional people skills; ability to support the development and growth of people from diverse backgrounds and beliefs.
- Highly skilled with common computer technologies and able to learn databases, forms, spreadsheets, shared files, and project-management systems; experience with Microsoft 365 is preferred.
- Positive and flexible team member with the ability to work occasional early mornings, evenings and weekends.
- Reliable transportation.
- Possess or be able to obtain a valid fingerprint clearance card.
- Physical requirement: Must be able to lift, carry, load, and unload books, supplies, and program materials weighing up to 50 pounds, with or without reasonable accommodation.

COMPENSATION

Literacy Connects offers a salary range of $45,000 - $50,000 annually based on education, experience, and ASU Lodestar Non-Profit Salary Guidelines, and a competitive benefits package.

Hours: Literacy Connects is open 9 am to 5 pm, Monday to Friday. Occasional early morning, weekend, and evening hours will be required. Some remote work is available.

To Apply: Send cover letter and resume to: HumanResources@literacyconnects.org

Website: www.literacyconnects.org

NON-DISCRIMINATION POLICY

Literacy Connects is an equal opportunity employer and prohibits employment (be it as a volunteer or paid staff) discrimination based on race, color, sex, marital or familial status, sexual orientation, gender identity, age, religion, veteran status, national origin, ancestry or disability.

EQUITY, INCLUSION AND DIVERSITY STATEMENT

As an organization that values equity and social justice, Literacy Connects strives to be a place where all feel welcome, regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. We work to champion social justice initiatives and advocate for our community, and to continue to grow as an organization and individuals. It is our diverse community that makes us who we are, and we stand against any and all discrimination, racism, and hatred.