



Making language and culture education available to all Montanans

Job Title:	Program Manager - BELLA	Job Category:	Manager
Department/Group:	Programs	Job Code/ Req#:	WLI-BTL
Location:	Bozeman, Montana	Travel Required:	Minimal
Level/Salary Range:	Hourly Staff; \$30/hr	Position Type:	Part-Time: .5 FTE
HR Contact:	Ann Swann	Date Posted:	September 1, 2023
Will Train Applicant(s):	Yes	Posting Expires:	Open until filled; Start date of Oct 2023

Supervisor: Director of Programs & Executive Director

Hours: .5 FTE (avg of 15-20 hours weekly during year with increase during 5-week Summer Camp delivery to 30 hrs/week); occasional weekend and evening hours required based on seasonality; Majority of working hours must be during the traditional working day; Required availability for weekly program staff meetings (TBD)

Rate of Pay: Staff hourly @ \$30 per hour (DOE) – overtime only if pre-approved

Benefits: Flexible hours, some remote work available. 7 paid business holidays throughout the year (prorated for .5 FTE rate) and 20 hours of personal time; No health or other benefits offered for the position at this time

Location: Certain duties conducted in-person at WLI's office space (Emerson Cultural Center, 111 S. Grand Ave., Bozeman, MT); option to work remotely up to 50% of time

Annual Contract: \$26,400 - \$29,400 for annual 44-49-week position (September 1 - August 2nd) due to 3 week annual office closure during the month of August. Annual unpaid time off for 3 weeks in August. Time off at staff discretion during Winter school and Spring break holidays. Other time off must be approved by the Director of Programs.

Submit Cover Letter & Resume to:	Kristina Allison, kristina.allison@wlimt.org	Apply By:	NA
Reviewed By:	Executive Director, Program Director	Date:	August 2, 2023
Approved By:	Executive Director	Date:	August 30, 2023

* We acknowledge that some candidates, especially those from underrepresented population sectors, may not feel their professional experience and skill-sets are a perfect match for this role. Please apply if you are passionate about this work and/or our mission calls to you, even if you are on-the-fence or wondering whether you should apply. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status. We are proud to be an equal opportunity workplace, and encourage all to apply.

Job Description

ROLE AND RESPONSIBILITIES

In partnership and collaboration with WLI Team, manage BELLA Youth and Adult Programs as follows:

- Develop a strategy and action plan defining goals and resources necessary for execution and implementation of the BELLA summer camps.
- Manage and oversee Youth and Adult program delivery teams; build team as required; manage hiring , onboarding, and ongoing training of new staff members
- Directly supervise BELLA Program Coordinators and Coaches
- Manage language coach recruitment and onboarding with the assistance of the Program Coordinator
- Oversee and implement training of coaches in collaboration with MSU partners and Program Coordinator
- Manage community and volunteer outreach.
- Explore possible and future financial support for the project in collaboration with the WLI resource development team.
- Oversee and monitor the logistical aspects and overall functionality of the project, identifying areas of improvement with each cycle of the project.
- Oversee the day-to-day operations of the project, interfacing where needed with coaches, parents, participants and community partners; manage all communications with parents/participants .
- Collaborate in the development of a holistic and culturally relevant literacy curriculum for English Language learners in collaboration with project partners.
- Plan a variety of learning activities considering individual students' culture, learning styles, special needs, and socio-economic background.
- Build and oversee the delivery of hands-on, culturally relevant lesson plans and units for project participants using a variety of instructional strategies to provide equity to students of all ability levels
- Oversee project wrap up including: thank yous to donors, debriefing with coaches, surveys of participants, gathering and sharing project metrics as needed.
- Communicate regularly with the Director of Programs, providing updates on project progress and requesting support as needed.
- Track and report expenses; contribute to the development and updating of the organization's annual budget.
- Collect and present data and other information required for program tracking and grant reporting
- In collaboration with the Director of Programs, develop and implement a team feedback system in order to self-evaluate management success and to improve the program for the team
- Explore and launch Family Literacy Night

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Passion for multilingual education; alignment with WLI-MT's mission and vision
- Desire to work in fast-paced, non-profit environment with a strong commitment to program deliverables
- Masters or Bachelor's Degree + 3-5 year experience in education, management or related field
- Proven written and verbal communication skills
- High degree of organization and attention to detail
- Team approach: a proven desire to work collaboratively within and across teams
- Startup mindset: ability to think creatively and help bring pilot projects into sustainability
- Proficient with technology; ability to learn new technology easily
- Able to work both independently and collaboratively within a team
- High level of proficiency in Spanish and personal connection to Spanish language & culture

PREFERRED SKILLS

- Professional experience in program coordination
- Experience in budget management
- Experience in language education
- Experience in non-profit organization(s)