

Adult Education Manager - Full-Time

In this role, the Adult Education Manager of The American Place (TAP) is responsible for overseeing a range of key projects and services aimed at adults aged 17 and above, with a focus on U.S. Citizenship, ESL, and Primary and Secondary education programs. This position involves managing the development and supervision of employees, ensuring optimal performance and effective collaboration within and across departments. The Manager provides oversight and input in the development and implementation of educational programs, ensuring they meet quality standards and achieve desired outcomes. Additionally, the role includes managing financial aspects, such as overseeing grants currently up to \$600,000 annually, and ensuring accurate financial transactions. With considerable independent judgment, discretion, and initiative, the Manager ensures the highest level of service is provided by staff to all customers. This position will require attending periodic weekend and evening programs and events, and requires standard work hours of Monday – Friday, 37.5 hours per week.

RESPONSIBILITIES INCLUDE:

- In this role, the primary objective is to develop and supervise employees to ensure optimal performance and foster effective collaboration both within the department and across other departments. This includes setting individual performance measurements, appraising performance, and managing workflows and staff scheduling.

Deliverables:

- **Performance Measurements:** Establish clear, measurable goals for employees.
- **Development Plans:** Create individualized development plans and training opportunities.
- **Recruitment and Onboarding:** Successfully recruit and onboard new employees.

Results:

- **Improved Performance:** Enhanced employee performance through regular appraisals and feedback.
 - **Efficient Workflows:** Optimized staff scheduling and workflows, leading to increased productivity.
 - **Effective Communication:** Strengthened interdepartmental collaboration and communication
- This role involves managing a range of key projects related to the smooth delivery of The American Place (TAP) services, which cater to adults aged 17 and above with a focus on U.S. Citizenship, ESL, and Primary and Secondary education programs. The role includes overseeing the execution and rollout of project tasks, monitoring deliverables and milestones, and identifying opportunities to streamline and improve operations.

Deliverables:

- **Program Development:** Develop and implement operational and grant-funded educational programs.
- **Curriculum Delivery:** Ensure quality control in the delivery of online and on-ground curricula.
- **Program Evaluation:** Aggregate and analyze data to evaluate program effectiveness.

Results:

- **Enhanced Learning:** Improved literacy skills and knowledge acquisition through effective instructional activities.
 - **Goal Achievement:** Met or exceeded program goals and deliverables.
 - **Stakeholder Engagement:** Active participation in key stakeholder meetings, fostering collaboration and support.
- This role focuses on managing financial aspects, including budget oversight and ensuring accurate financial transactions. This role involves overseeing grants currently up to \$600,000 annually, ensuring proper reconciliation and expenditure within allocated budgets.

Deliverables:

- **Budget Management:** Monitor and manage grant program expenditures within allocated budgets.
- **Revenue Generation:** Set fees for services and ensure proper recording of transactions.
- **Contract Management:** Manage employee contracts and invoicing.

Results:

- **Financial Accountability:** Ensured accurate reconciliation of grant accounts.
- **Budget Optimization:** Made informed decisions for budget modifications and distributions.
- **Revenue Growth:** Increased revenue through effective fee setting and transaction management.

Other Duties as assigned.

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Master's in Education, or related field.
- 3 years of grant management experience
- 3 years of supervisory experience
- 3 years of experience working in the education field preferably adult education
- 3 years of experience serving marginalized populations in an urban setting
- Excellent communication skills
- Demonstrated excellent computer skills (Microsoft productivity tools, teleconferencing, cloud)
- Bilingual Spanish/English preferred

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, and Pharmacy benefits
- Life Insurance

- Paid Time Off - Vacation, personal, and sick time
- 2 Floating Holidays
- 11 Paid Holidays
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education, and staff engagement opportunities
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of the staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating, and engaging spaces where people can learn and discover, explore their passions, and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia Teen Spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio, and video collections

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference “**Adult Education Manager**” in the subject line of your email.

Hiring Range: \$62,690.68 - \$66,272.96 DOE

Hartford Public Library is an Equal Opportunity Employer.