

Professional Learning Manager

Position Summary

The Professional Learning Manager develops, coordinates, and delivers high-quality professional learning opportunities and resources for adult literacy practitioners. The manager facilitates professional learning directly and supports external facilitators and presenters; develops courses and supports external course developers and subject matter experts; and manages professional development projects from planning through completion.

The Professional Learning Manager works closely with the Director of Professional Development and other ProLiteracy staff, consultants, partners, and subject matter experts to ensure professional learning offerings are engaging, relevant, well-managed, and responsive to the needs of the adult literacy field.

Scope of Work

Professional Learning Facilitation and Support

1. Develop and deliver virtual and in-person professional learning for adult education practitioners on a range of topics.
2. Manage and support external facilitators, presenters, and subject matter experts in the effective delivery of professional learning, including:
 - Collaborating on session design, content, and materials.
 - Supporting presenters in applying effective adult learning and facilitation practices.
 - Coordinating technology, logistics, participant communications, and other elements needed for successful delivery.
 - Providing feedback and other support to improve the quality and consistency of professional learning.

Course and Resource Development

3. Design and develop online courses, training materials, and other professional learning resources.
4. Manage and support external course developers, authors, and subject matter experts, including:
 - Developing and communicating project expectations, specifications, timelines, and deliverables.
 - Supporting developers in translating subject matter expertise into effective professional learning.
 - Reviewing outlines, drafts, activities, and other materials for clarity, consistency, instructional quality, and alignment with project goals.
 - Coordinating review, feedback, revision, and finalization of course content and materials.

Professional Development Project Management

5. Manage assigned professional development initiatives and projects from planning through implementation and completion, including:
 - Developing and maintaining project plans, work plans, timelines, and deliverables.
 - Managing project logistics and communications.
 - Monitoring progress and identifying and addressing potential challenges or delays.
 - Tracking project data, participation, feedback, and outcomes.
 - Supporting evaluation and reporting requirements.
 - Maintaining accurate and accessible project records and documentation.

Other

6. Contribute to the ongoing improvement of ProLiteracy professional development offerings by identifying participant needs, reviewing feedback and evaluation data, and recommending improvements.
7. Investigate and utilize appropriate technology and tools for professional learning, course development, virtual facilitation, communication, and project management.

8. Support the Director of Professional Development and collaborate with other ProLiteracy departments as needed to accomplish organizational and professional development goals.

Education and Experience

- Minimum of 3 years' relevant experience in adult education, professional development, instructional design, project management, or a related field.
- Bachelor's degree in education, instructional design, adult learning, or a related field; equivalent relevant experience will be considered.
- Experience designing and facilitating engaging professional learning for adult learners, virtually and/or in person.
- Experience developing online courses, training materials, curricula, or other professional learning resources for in person or virtual delivery.
- Strong project management skills, with demonstrated ability to coordinate multiple projects, contributors, timelines, and deliverables.
- Understanding of adult learning principles and effective instructional practices.
- Experience in adult literacy or adult basic education is strongly preferred.
- Strong writing, communication, organization, and interpersonal skills.
- Ability to work effectively across functions and teams.
- Proficiency with virtual learning, project management, office productivity, and related technology; experience with Learning Management Systems a plus.

Interested candidates must submit a cover letter and résumé to be considered for this opening to hr@proliteracy.org.

ProLiteracy is based in Syracuse, New York. Consideration will be given for a hybrid 3 days on-site/2 days remote work schedule for candidates living in the metro Syracuse area, or a fully remote work schedule for candidates living outside of the metro Syracuse area.

This is a full-time position with a salary range of \$60,000 - \$65,000 per year and is competitive and commensurate with the candidate's skills, experience, and location.

About ProLiteracy:

ProLiteracy is the world's leader in adult education practice, innovating and building the capacity of literacy programs everywhere—from small community-based organizations to large adult education programs and institutions. We serve over 6,800 US based adult literacy programs annually and work with partners in 32 countries worldwide. By providing comprehensive training and professional learning, accessible research, grant funding, and leading-edge digital and print learning resources through New Readers Press, we advocate for and unleash the power of literacy to transform lives.

ProLiteracy believes every adult has the right to literacy. Our mission is to help adults gain reading, writing, math, and digital skills, with the intent of giving them the power to impact major social issues and change the world around them. We believe education leads to equal opportunities, liberties, and protection under the law, and that we must stand up against bigotry, racism, and hatred.