



Regional Director

Windham County Learning Center

Employment Classification: This is a full-time position, with approximately 50% administrative and 50% direct service (teaching, educational advising, new students onboarding, etc.) duties.

Work Site: Windham County Learning Center. This is an in-person position with some remote work from home.

Reports to: Director of Programs

Vermont Adult Learning: Vermont Adult Learning is a private nonprofit and a member of Vermont's Adult Education and Literacy System. Working closely with other nonprofits, state agencies, and schools, we serve seven of Vermont's 14 counties. We provide instruction in basic academic, work readiness, and English language skills; high school completion and GED prep; and transition to college and career services. Our programs are free to Vermont residents, aged 16 and older who lack a high school diploma or the equivalent skills or who want to learn English.

Purpose of the Job: Regional Directors ensure the smooth operation of all aspects of the learning center and satellite sites in the region, including effective delivery of educational services. As the regional representative of Vermont Adult Learning, Regional Directors build partnerships with other organizations, employers, schools, and state agencies. Regional Directors are also part of the Vermont Adult Learning Leadership Team, helping develop and implement organization-wide initiatives and providing organization-wide leadership in an area of expertise. Regional Directors must believe in the value of education and be committed to providing exceptional learning opportunities for our students. Effective Regional Directors show initiative and flexibility and work successfully both independently and as part of a team. They are active members of the learning center teams and are willing to roll up their sleeves and join in the challenging and rewarding work of helping adult learners gain the basic skills they need.

Essential Functions and Responsibilities:

- **Program Quality and Delivery:** Ensure program offerings meet the needs of adult learners, workforce development needs of the region, and state and federal requirements; monitor quality of instruction and program performance; ensure timely entry and quality of data; manage student recruitment, engagement and retention.
- **Organizational Leadership:** Provide leadership at both the organizational and regional level.
- **Community Relations:** Create and nurture positive working relationships with community partners. Support marketing and fundraising efforts.
- **Supervision of Staff:** Hire, train, supervise, coordinate, and evaluate direct service and support staff.
- **Fiscal Management:** Develop, monitor, and oversee the regional budget.
- **Facilities Management:** Ensure safe operation of building(s) and equipment, including technology.
- **Direct service:** Provides instruction, educational advising, onboarding of new students, or other direct services as needed to ensure efficient and effective delivery of services.

Qualifications, Knowledge & Skills

- Genuine belief in the transformative power of education and the right of all Vermonters to a basic level of education, no matter their age or previous educational history.
- Demonstrated ability to build teams, supervise staff, manage programs, and lead groups.
- Ability to promote Vermont Adult Learning and build collaboration with other organizations, including employers, nonprofits, schools, and government agencies.
- Organizational and office technology skills essential.
- Experience preparing and managing budgets.
- Ability to problem solve in a team environment.
- Excellent written and verbal communication skills.
- Teaching, advising, and/or administrative experience in adult education and literacy and/or nontraditional learning environments preferred.
- Bachelor's Degree required. Master's degree preferred.
- Requires a commitment to racial equity, as well as other forms of educational equities around class, ability, language, gender and sexuality. Candidates should be excited to work with diverse students, especially students of color, English Language Learners, and LGBTQIA+ students.

Working Conditions and Environment: Some travel within the state will be required. Personal, reliable transportation with a valid driver's license is required. Requires working occasional evenings or weekends.

This is an **Exempt, Salaried** position.

Background Check: A confidential, national criminal records check will be performed on all applicants offered employment. Continued employment is subject to the final determination reached based on the results of the check.

All Managers and Supervisors are required by the state to be Mandated Reporters.

Benefits: In addition to a competitive salary, Vermont Adult Learning offers the following excellent benefits:

- Medical insurance, including family plans and plans with employer contributions to a health reimbursement account (HRA).
 - Premiums based upon employee's work schedule
- Dental Insurance
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to the employee.
- Flexible Spending/Dependent Care Benefits
- Vision insurance
- Parental leave
- Retirement plan with immediate vesting and organization match of up to 4% after six months.
- Generous paid time off includes:
 - Combined Time Off (vacation and sick time) which increases with years of service
 - 11 paid holidays each year.

Salary based on experience and education.

TO APPLY: Candidates should send a cover letter and resume to: rcampbell@vtadultlearning.org.
Application review begins 5/24/23. Job open until filled.

Vermont Adult Learning is an Equal Opportunity Employer