

The Hillsborough Education Foundation is seeking a candidate for the Hillsborough Reads Program Manager position. This position oversees all aspects of program management for the Hillsborough Reads program and the AmeriCorps Grant. This individual will recruit and supervise several AmeriCorps Members. The Hillsborough Reads Program Manager is the liaison between the program, the Hillsborough County Public Schools, SERVE, USF, and the community. This position entails compiling and submitting progress reports to Volunteer Florida, overseeing program budgets and related financial documentation, ensuring compliance with the AmeriCorps contract, and developing relationships with local community agencies and programs.

Requirements: Bachelor's Degree; advanced coursework preferred. 2-3 years professional experience in the field of national service, early literacy instruction and/or elementary education a plus. Supervisory experience required. Government grants management experience preferred. Experience with volunteer management preferred.

To apply for this position, send resume and salary requirements to email: lbidali@educationfoundation.com or fax to 813-574-0299. We offer a competitive salary, great benefits, medical and life insurance, and retirement benefits.

About us: The Hillsborough Education Foundation is a charitable, non-profit organization. We serve the students, teachers and schools of our community and Hillsborough County Public Schools through our mission of *investing community resources to help students achieve academic success*. We invest these resources in programs that address early intervention literacy, dropout prevention, enhancing academic achievement in classrooms and schools, post-secondary scholarships, providing at-risk students with essential tools for learning, recognition and other similar programs.