

## **Education Program Manager Position**

**Full time 40 hours per week**

**Salary: \$45-50,000**

The Deaf-Hearing Communication Centre is a regional not-for-profit organization dedicated to promoting communication accessibility, equality and cultural awareness to the Deaf, hard of hearing, DeafBlind and hearing communities.

### **Position**

Through hands-on education and training, The Education Program Manager collaborates with organizational and civic leaders to make meaningful change from the inside out. They devise strategies to enhance and effectively facilitate the regional ASL education program. In this role, the ASL education program manager empowers students and their instructors with strategies and skills that improve how they learn and teach ASL, work together, and advocate for equitable communication. The Education Program Manager is responsible for the research and analysis needed to identify the ASL needs of the community, coordinating with experts, liaising with companies for trainings, and providing instructors with curriculum guidelines.

### **Required Responsibilities**

- Collaborate closely with the Director of Community Advocacy and Programs to ensure that the education program strategy and community program roadmap is closely aligned to deliver the highest impact.
- Build strong relationships with the community to ensure DHCC is top of mind for agencies and organizations when it comes to ASL and Deaf education.
- Create scalable workflows and processes to streamline the end user experience.
- Oversees team of <15 ASL instructors, providing class assignments, consultation as needed, and substitutions as needed.
- Coordinate professional development trainings for instructors.
- Develop schedule and class locations for ASL classes, manage registration and textbook inventory for instructors.
- Advertise open enrollment on website and social media.
- Develop curriculum and training materials.
- Monitor progress of ASL classes.
- Evaluate and improve the effectiveness of DHCC's education programs and make updates based on feedback loops from stakeholders.
- Manage requests for private ASL tutoring, private ASL classes, and sensitivity trainings.
- Maintain and process interpreter CEUs.
- Operates CASLI testing as the primary proctor for CASLI testing at DHCC.
- Other duties as assigned.

### **Required Skills and Abilities**

- Can support and contribute to multiple simultaneous projects.
- Produces timely, accurate, and quality work in both independent and collaborative settings.
- Tailors communication based on audience, setting and intended outcomes.
- Adapts quickly to evolving circumstances and expectations.
- A track record of existing relationships and building of relationships with staff and leaders.

- Ability to track details and manage time—you can create and maintain a system and flow for managing tasks and future follow-up.
- Proven ability to implement, learn quickly, work independently, and meet multiple deadlines.
- Experience with Microsoft Office.
- Experience with American Sign Language or Deaf community is required.

The position will remain open until filled.

Please send resume and cover letter to:

Sarah Greto, Office/Human Resources Manager  
DHCC  
630 Fairview Rd., Ste. 100 Swarthmore, PA 19081  
Email: [Sgreto@DHCC.org](mailto:Sgreto@DHCC.org)