

July 13th, 2026



Transforming Lives Through Literacy
Formerly Literacy Council of Buncombe County

Position Announcement

Youth Literacy Director, Literacy Together

The Organization

Literacy Together has been serving the Buncombe County area for 40 years, with a mission to transform lives and communities through the power of literacy. Our vision is a just and equitable community in which literacy is accessible and achievable by all. We believe access to lifelong quality education is the cornerstone of a more just and equitable society, and we commit to diversity and inclusion in all aspects of our organization. We recognize that racism is a major barrier to achieving a community where literacy is accessible to all, and we serve as equal partners with students, tutors, staff, and board to help students reach their goals.

We serve students in four core programs: Adult Literacy, Youth Literacy, English for Speakers of Other Languages (ESOL), and Dolly Parton's Imagination Library®. For more information about Literacy Together, please visit the website at lit-together.org and [watch this 5-minute video](#). Literacy Together is an equal opportunity employer committed to recruiting a diverse pool of qualified candidates for the position.

Youth Literacy Director Position Summary

The Youth Literacy Director provides strategic vision, operational leadership, and instructional oversight for a community-based program delivering high-dosage, evidence-based reading tutoring to K-8th grade students in Buncombe County. This role is responsible for driving program growth, cultivating critical community and school partnerships, overseeing curriculum development, and managing a robust paid internship program for high school and college young adults. The Director ensures high-quality instruction, robust data compliance for grant reporting, and the effective supervision and support of the Youth Literacy Associate, interns, and volunteer tutors.

Key Responsibilities

Strategic Leadership & Partnership Management

- **Program Vision & Growth:** Provide strategic direction for the Youth Literacy Program, including identifying service gaps, exploring new partnership opportunities, and establishing program policies and compliance standards.
- **Community & Site Alliances:** Serve as the primary relationship holder and liaison for school districts, community stakeholders, and after-school partners (including Youth Transformed for Life, Christine W. Avery Learning Center, and the YMCA); set the tone for

high-level collaboration to ensure tutors are seamlessly integrated into sites for maximum program efficacy.

- **Grant & Impact Reporting:** Compose compelling program narratives and detailed progress reports for grantors. Oversee data collection, track reporting deadlines, and ensure on-site media/photography captures the program's daily impact.
- **Executive Collaboration:** Execute additional strategic initiatives and programmatic duties as designated by the Executive Director to advance the organization's overarching mission.

Instructional Oversight & Curriculum Design

- **Curriculum Development:** Lead the design and implementation of evidence-based teaching methods, including specialized curriculum adaptations for English Language Learners (ELL).
- **High-Dosage Quality Control:** Ensure high-dosage tutoring standards are maintained across all sites through regular observations, troubleshooting, and quality control.
- **Resource & Budget Management:** Establish the strategic vision for the youth literacy budget and oversee all program expenditures.

Team Supervision & Delegation

- **Staff Management:** Provide direct supervision, coaching, and professional development to the Youth Literacy Associate.
- **Program Optimization:** Delegate routine administration, data tracking, and material logistics to the Youth Literacy Associate to maximize capacity for strategic program leadership and development.

Volunteer & Intern Management

- **Workforce Pipeline:** Lead the recruitment, interviewing, and hiring process for the youth literacy paid internship program; manage a cohort of approximately 10 high school and college interns during the academic year, expanding to 30+ during the summer, with a strong focus on providing meaningful leadership development opportunities.
- **Training & Onboarding:** Conduct comprehensive volunteer and intern tutor training regularly throughout the year. Facilitate seamless site inductions, coordinate student baseline pre-testing, and establish clear expectations for tutor logs.
- **Ongoing Mentorship:** Serve as the primary escalation point and support system for volunteers and interns, conducting periodic in-service workshops, providing real-time on-site coaching, and offering lesson-planning guidance.
- **Data Oversight:** Review tutor logs, student assessments, and pre/post-test data to

accurately measure student growth and track total volunteer/intern service hours.

Desired Experience & Skills

Candidates who possess a strong combination of the following qualifications and attributes are strongly encouraged to apply:

- **Facilitation & Training:** Proven success as an engaging educator, trainer, or facilitator capable of designing and delivering impactful workshops for volunteers and interns.
- **Instructional Expertise:** Experience with evidence-based, phonics-based literacy programs (such as Wilson Reading or Orton-Gillingham principles); experience supporting students with learning disabilities or differences is highly valued.
- **People Management:** A proven ability to lead, mentor, and develop both paid staff and volunteers, fostering a collaborative and growth-oriented environment.
- **Organizational Mastery:** Superb time-management and project-management skills, with a demonstrated ability to initiate, sustain, and successfully monitor and complete multiple tasks and projects simultaneously.
- **Technical Proficiency:** Strong operational literacy in Google Suite (Docs, Sheets, Slides) and Microsoft Office for data tracking, reporting, and team collaboration.

Mindset & Interpersonal Attributes

Candidates with the following qualities would thrive in this role:

- **Excellent Communicator:** Exceptional verbal, written, and active listening skills, with the ability to communicate with clarity, empathy, and professionalism across diverse audiences (students, tutors, and community partners).
- **Belief in Mission:** A deep-rooted belief in the transformative power of education and literacy and a commitment to advancing racial equity and educational justice.
- **Collaborative Spirit:** A highly collaborative and positive spirit, with the ability to work effectively both independently and as part of a passionate and high-performing team.
- **Growth Mindset:** A commitment to personal growth, professional development, and programmatic expansion – paired with a healthy sense of humor.

Compensation and Hours

This is a 37.5 hour/week (full-time) position with a salary of \$50,000 – \$53,000, commensurate with experience.

Benefits:

- **Flexible Work Schedule:** Literacy Together offers a flexible work schedule with partial remote work options. Occasional evening availability is required, typically averaging one

evening per week during the academic year.

- **Generous Paid Time Off:** Receive 12 days of PTO in your first year, plus 16 paid holidays.
- **Health & Wellness Stipend:** Receive \$200 per month (\$2,400 per year) to be used at your discretion. *Please note: We do not currently offer health or medical insurance.*
- **Community Impact:** Dedicate up to 2 hours per week to tutoring a student in one of our programs.

Application Process

To apply, please send us your resume and a thoughtful cover letter describing your interest and qualifications for this role. Finalists will be asked to provide three professional references.

Please submit your application by email to jobs@lit-together.org using the subject line: "Youth Literacy Director" plus your last name.

Applications will be accepted until the position is filled.

We look forward to hearing from you!