

Program Director

SMART Family Literacy, Inc.
Galveston, Texas

About SMART Family Literacy

SMART Family Literacy is a Galveston-based nonprofit that delivers **active, innovative, and inclusive educational programs** integrating science, math, art, reading, and technology (SMART). We serve thousands of children, families, and educators annually through bilingual family literacy events, educator training, book distribution, and health and nutrition initiatives. In 2024 alone, SMART distributed 36,200 books, reached 9,317 unique children, and trained 1,381 educators.

Position Summary

The **Program Director** will lead the planning, implementation, and evaluation of SMART Family Literacy's community-based literacy and family engagement events, and assist in the growth of the SMART Early Childhood Educator Training Network. Reporting to the Executive Directors, this role ensures that programs are inclusive, mission-driven, and sustainable, while deepening partnerships with schools, childcare centers, and community organizations.

The Director of Programs will manage a team of staff, interns, and volunteers, and will play a key role in ensuring SMART's events, educator trainings, and family literacy programs maintain a high standard of excellence and measurable impact.

Key Responsibilities

Program Leadership

- Oversee design, coordination, and delivery of SMART's core programs:
 - **SMART Heart Partners** (reading and book distribution in schools, hospitals, and community spaces)
 - **SMART Family Literacy Parties** (interactive bilingual family engagement events)
 - **SMART Educator Training** (workshops, conferences, and TOT bootcamps for childcare providers and teachers)
- Ensure programs are culturally responsive, bilingual, inclusive of children with special needs, and aligned with Texas childcare and education standards.
- Lead program evaluation and reporting, tracking outcomes such as books distributed, children and families reached, and educators trained.
- SMART Family Literacy employees are never to be in the custodial care of children during programs. Parents, certified teachers, and other adults are present and maintain primary responsibility.

Staff & Volunteer Management

- Supervise program staff, interns, and volunteers, fostering a collaborative and accountable team culture.
- Provide coaching, training, and support to program staff to maintain high-quality service delivery.
- Recruit and train volunteers and literacy leaders to expand program reach.

Partnership & Community Engagement

- Strengthen partnerships with school districts, childcare centers, UTMB Pediatrics, Moody Gardens, and other local and regional collaborators.
- Represent SMART at community meetings, conferences, and partner events.
- Build new relationships with potential funders, sponsors, and partners to support program sustainability.

Administration & Development

- Collaborate with the Executive Director and Development staff on grant proposals, reports, and presentations to funders.
- Manage program budgets to ensure the cost-effective use of resources.
- Maintain compliance with state and federal regulations relevant to childcare and education programming.

Qualifications

- Master's degree in Education, Child Development, Nonprofit Management, or related field
- At least 5 years of progressive leadership experience in education, nonprofit programs, or community engagement.
- Strong knowledge of early childhood education, literacy development, and family engagement best practices.
- Experience managing staff, volunteers, and complex programs.
- Excellent communication and presentation skills; bilingual English/Spanish strongly preferred.
- Proven ability to cultivate partnerships with schools, childcare centers, and community organizations.
- Proficiency in program evaluation, data tracking, and reporting.

Work Environment

- Based in Galveston, Texas, with regular travel within Galveston County and surrounding areas.
- Evening and weekend availability is required.

Compensation

- Up to \$60,000 salary based on credentials. Must be willing to obtain required credentials within 3 months of hire.
- Health insurance is not currently offered, primarily because the small staff size does not allow it. We are hoping to add this benefit in the near future.