

**English Learner Leadership & Legacy Initiative (ELLLI)  
Project Director**

**Half Time**, with flexible and variable hours

**Start date:** Fall 2018 (Precise date is negotiable & pending funding)

June 4, 2018

**Project goal:** *to develop a new generation of activist leaders to build and sustain the movement for educational equity and excellence for all English Learners.*

The **English Learner Leadership & Legacy Initiative (ELLLI)** is a collaborative learning network that supports early and mid-career leaders in English Learner education and advocacy. To reach our goal, the Initiative has developed an ambitious program of mentoring (the **ELLLI Fellows**), training (the **ELLLI Partners**) and **dissemination**.

**Fellows** are immersed in research, as well as mentorship and skill development, to inspire and prepare them to work at multiple levels (state, district, community) to establish strategic action agendas, advance policy and practice, develop and leverage research, work with media, and build and mobilize coalitions championing the right to quality education for English Learners.

**Partners** attend a four-day summer Advocacy Institute where they receive materials and participate in activities developed initially for the Fellows. Both Fellows and Partners work to build knowledge and advocacy skills based on ELLLI's fifteen content and process objectives. After completion of the Institute, Partners are included in the ELLLI and Californians Together communication networks. Some have begun meeting in regional networks and are supported by Fellows, Mentors and Steering Committee members.

**Dissemination.** We have developed case studies and other materials that illuminate the struggles and advocacy work in California since the 1970s to build the movement for educational rights. Our strategic plan includes dissemination of many of these materials and the preparation of additional case studies. A publications committee will be working throughout 2018 to elaborate the dissemination and publications work plan.

**Position Description**

The Project Director works under the supervision of the Executive Director of Californians Together and collaborates with the ELLLI Steering Committee and with other Californians Together staff in carrying out the duties of the position. The Project Director will manage and administer the initiative and will provide continuity of leadership while a new three-year cohort of Fellows completes its training. The Project Director carries out duties that include:

## **Duties**

- Provide day-to-day management and administration of the project
- Chair Steering Committee, prepare meeting agendas, supervise preparation of minutes
- Coordinate Subcommittees (Finance, Curriculum, Evaluation and Publications)
- Facilitate and maintain effective relations and communication among Steering Committee members, Fellows, Mentors, and foundation representatives
- Develop project work plan and monitor its implementation
- Write grant proposals and reports to funders
- Prepare, implement, and monitor program budgets
- Negotiate and recommend approval of contracts to the Californians Together Executive Director
- Plan and coordinate three to four annual training events
- Recruit speakers for training events
- Edit and approve all project documents
- Supervise graphic designer for publications
- Maintain complete and accurate files and records.

## **Qualifications**

- M.A., MEd, equivalent or higher required.
- Five or more years of experience in the public-school arena, such as teaching, school and district administration, university teaching and administration, or work in state-level agencies or organizations.
- Five or more years of increasing responsibility in program management.
- Strong background in the field of English Learner and bilingual education and advocacy.

## **Skills / Knowledge**

- Expertise and knowledge of content areas covered by ELLLI objectives, such as EL education, history and practice, how to impact educational policy and practice, etc.
- Prior experience effectively monitoring, developing and managing budgets.
- Highly organized; ability to work independently as well as a member of a team.
- Proven ability to use sound independent judgment to handle and solve problems.
- Excellent meeting facilitation skills.
- Familiarity with the principles, practices and techniques of non-profit contract procurement, management, negotiation, monitoring and evaluation.
- Ability to plan and implement innovative programs.
- Excellent written, verbal, and interpersonal communication skills.
- Office and software: 1) Proficient in MS Office (Word, PowerPoint, Outlook, Excel), ( 2) Virtual meeting platforms (like GoToMeeting or Zoom), 3) Adobe Acrobat (editing).
- Biliteracy in English and one of the major languages spoken by English Learners in California is preferred but not required.

## Location

- Home base may be anywhere in California.
- Frequent travel includes meetings and convenings in Northern and Southern California.

## Salary & Benefits

- **Half-time base annual salary of \$40,000.**
- **Benefits:** Health insurance (medical, dental, vision), vacation, and sick days.

**Applications accepted no later than noon Friday, July 6, 2018:** Please provide a cover letter highlighting your qualifications for this position, along with your *résumé*, and complete contact information (not letters) for three references who are familiar with your work to:

**Norm Gold, ELLLI Project Director**

norm@normgoldassociates.com

(510) 527-1552

Candidates passing initial screening will be interviewed in early July 2018. The new Project Director will begin working in the fall and will be expected to attend the ELLLI fall convening **October 25-26, 2018** in San Diego. The precise start date is negotiable and pending funding, but our target date is November 15, 2018.

There will be a two- to three-month transition and overlap between the outgoing and the new Project Director.

ELLLI is a project of Californians Together in collaboration with  
the California Association for Bilingual Education (CABE)

## **CALIFORNIANS TOGETHER**

Shelly Spiegel-Coleman, Executive Director  
525 East 7<sup>th</sup> Street, Room 207 - Long Beach, California 90813