



Literacy in Community (LINC) is an award-winning nonprofit and a leading force in New York City's movement to ensure every child enters kindergarten ready to thrive.

Across the five boroughs, LINC empowers the adults in children's lives—parents, caregivers, educators, childcare providers, healthcare professionals, and community partners—with the knowledge, tools, skills, and confidence to support literacy development from birth through age five. Through joyful, play-based programming grounded in evidence-based literacy practice, cultural responsiveness, and meaningful adult learning, professional learning, and cross-sector partnerships, LINC embeds literacy into the places where young children live, learn, and grow.

By strengthening the entire early childhood ecosystem through its Two-Generation and Community Literacy Model, LINC is helping transform universal childcare into universal literacy so every child has the opportunity to become a confident reader.

Our Approach

At LINC, we believe children become confident readers when the adults around them have the knowledge, tools, skills, and confidence to support their literacy development.

Our approach brings together evidence-based literacy practice, cultural equity, popular education, and our Two-Generation and Community Literacy Model. We recognize parents and caregivers as children's first teachers and value the knowledge, languages, cultures, strengths, and lived experiences that families, educators, and communities bring to children's learning.

We believe research helps us understand what supports children's literacy development, while families and communities help us understand how that knowledge comes to life in culturally meaningful and developmentally appropriate ways. Both are essential to helping children become confident readers.

For this reason, LINC's learning experiences are participatory, joyful, practical, culturally and linguistically responsive, and grounded in relationships. We meet families where they are and create opportunities for adults to learn from research, from one another, and from their own experiences.

About the Instructional Partnerships Team

The Instructional Partnerships Team advances LINC's mission through partnerships with schools, 2K, 3K, Pre-K, Kindergarten, Head Start and Early Head Start programs, Family Child Care networks, and other instructional settings.

The team works across the full ecosystem surrounding the child. Through family workshops and professional learning, LINC equips parents, caregivers, educators, and childcare providers with a shared understanding of children's literacy development and practical strategies they can use at



home and in instructional settings.

The team also develops and continuously improves LINC's curriculum, professional learning, assessment approaches, digital learning experiences, and other tools that allow LINC to strengthen quality and expand its reach. Working closely with the Community Programs Team, the team helps ensure families experience one cohesive literacy vision across home, classroom, and community.

All positions across LINC's Community and Instructional teams play an important role in maintaining, strengthening, and expanding LINC's relationships and partnerships. Staff are expected to work collaboratively across teams to ensure that community engagement and instructional programming are closely aligned, responsive to partner and family needs, and effectively promote LINC's programs and services.

Together, the Community and Instructional teams are responsible for cultivating existing relationships, identifying opportunities for new partnerships, increasing awareness of LINC throughout the communities we serve, and maximizing participation and engagement in LINC workshops and programs. Through regular communication, shared planning, and coordinated outreach, team members will help expand LINC's reach, strengthen its presence across communities, and increase the organization's overall impact.

Job Title: Borough Instructional Manager, Full-Time

Reports to: Associate Directors of Early Literacy & Instructional Partnerships

Location: NYC area – This role will require regular onsite and field presence across the city with occasional travel to Albany and other locations outside NYC, with flexibility to work remotely.

Work Schedule: 5 days/week, with events requiring varied work hours and weekend work

Compensation range: \$60,000 - 70,000 per year

How to Apply:

To submit an application, please email your brief cover letter and resume to: jobs@lincnyc.org with "Borough Instructional Manager" in the subject line.

Position Summary:

The Borough Instructional Manager is LINC's lead educator and relationship manager for a portfolio of schools and early childhood instructional partners.

Reporting to an Associate Director of Early Literacy & Instructional Partnerships, the Borough Instructional Manager owns the full arc of LINC's work with assigned partners—from planning and scheduling through family workshops, relationship management, participation, follow-up, data collection, and year-end reflection.



At the heart of this role is adult learning. Borough Instructional Managers facilitate joyful, participatory learning experiences that help parents and caregivers understand how children develop literacy and practice strategies they can use in everyday life. They also support educator and childcare-provider professional learning alongside Associate Directors. The Borough Manager must work closely with Community Managers and their teams to ensure we operate as one team, uniting instructional and community efforts to reach every family in the borough.

LINC does not approach families as passive recipients of information. Borough Instructional Managers create spaces where evidence-based literacy practice meets the knowledge, culture, language, experiences, and strengths families already bring to their children's learning.

Key Areas of Responsibility

Family Learning & Facilitation

- Facilitate engaging family workshops in person and virtually across assigned instructional partner sites.
- Translate evidence-based literacy concepts into practical activities parents and caregivers can use at home.
- Create participatory learning environments where families can practice, reflect, ask questions, share experiences, and learn from one another.
- Adapt facilitation thoughtfully to participants' languages, cultures, experiences, and needs while maintaining the purpose and quality of LINC's curriculum.
- Create welcoming, joyful environments that encourage participation, belonging, retention, and continued learning.
- Support Associate Directors in professional learning for educators and childcare providers as needed.

Instructional Partnership Ownership

- Serve as the primary LINC contact for assigned instructional partners.
- Build trusted relationships with principals, early childhood leaders, literacy coaches, educators, FCC network leaders, and other partner staff.
- Participate in beginning-of-year planning and end-of-year reflection meetings.
- Schedule and coordinate LINC programming throughout the year.
- Communicate proactively about expectations, logistics, participation, challenges, and upcoming programming.
- Understand each partner's families and context so that LINC's work is responsive while maintaining quality and fidelity.

Program Coordination & Performance

Updated: 8/26



- Manage calendars, materials, books, literacy kits, digital resources, and other logistics necessary for successful programming.
- Monitor family attendance and participation and work collaboratively with partners and Family & Community Engagement Specialists to strengthen recruitment and retention.
- Track partner deliverables and ensure commitments are completed on schedule.
- Identify challenges early and work with the Associate Director to develop solutions.
- Maintain accurate program and partnership information in LINC's systems.

Content & Continuous Improvement

- Contribute to revisions of workshop presentations, facilitator guides, family resources, games, instructional videos, and digital learning materials.
- Use family feedback, facilitator reflection, research, and observation to recommend improvements.
- Help ensure materials remain practical, engaging, culturally responsive, linguistically accessible, and developmentally appropriate.
- Participate in summer curriculum revision, planning, professional learning, and workflow improvement.

The previous versions of this role already emphasized culturally and linguistically appropriate delivery, family feedback, welcoming environments, and using research and observation to improve materials. Those should remain core—not peripheral—to the redesigned role.

Data, Feedback & Learning

- Track and report participation and program data accurately and on time.
- Collect and elevate parent and partner feedback so their voices inform LINC's work.
- Reflect on facilitation and partnership performance and use feedback to strengthen future implementation.
- Collaborate with Evaluation & Learning on assessment, documentation, and reporting as needed.

One Borough, One Literacy Vision

- Work collaboratively with the Community Manager and Community Programs colleagues to support a cohesive borough literacy strategy.
- Partner with Family & Community Engagement Specialists to strengthen family outreach, recruitment, and participation at instructional sites.
- Share relevant community insights, resources, and partnership opportunities across teams.
- Contribute instructional expertise to a limited number of organization-wide initiatives and events as established through annual planning.



Equity, Cultural Responsiveness & Belonging

Every LINC team member shares responsibility for ensuring our work reflects and respects the communities we serve. In this role, you will:

- Honor and build upon the strengths, languages, cultures, identities, and lived experiences of children, families, educators, and community partners.
- Approach families and communities as knowledgeable partners and contributors, not simply recipients of services.
- Foster welcoming, joyful, and inclusive environments where participants feel respected, represented, and valued.
- Ensure programs, curriculum, professional learning, and partnerships are culturally, linguistically, and developmentally responsive.
- Apply cultural humility and curiosity to relationships with families, colleagues, and partners.
- Promote equitable access to high-quality literacy experiences, resources, and opportunities.
- Seek and incorporate family, participant, educator, and community feedback to continuously strengthen LINC's work.
- Balance evidence-based practice with cultural responsiveness, recognizing that research and community wisdom are both essential to creating meaningful learning experiences.



Qualifications and Skills:

- Bachelor's Degree in Education, Early Childhood, Bilingual Education, or related field (or equivalent experience)
- 2+ years of experience facilitating workshops, teaching, or family/community engagement work
- Working knowledge of early literacy development and evidence-based practice (Science of Reading foundations helpful)
- Strong facilitation skills with parents/caregivers and comfort adapting delivery to diverse languages and cultures
- Excellent relationship-management and communication skills with school/site partners
- Strong organizational skills — able to manage calendars, materials, logistics, and data across multiple partner sites
- Comfort with fieldwork, travel across NYC boroughs, and variable/weekend hours for events
- Bilingual/multilingual (Spanish or another relevant language) strongly preferred
- Knowledge of Google Suite, Air table, Salesforce and other applications preferred.

Core Competencies:

- Adult facilitation and family engagement
- Relationship-building with school/site partners
- Program coordination and logistics management
- Cultural and linguistic responsiveness
- Attention to detail and data accuracy
- Proactive communication
- Reflective practice and openness to feedback
- Collaboration across instructional and community teams

Working at LINC

At LINC, we believe our people are essential to our impact. We are committed to fostering a collaborative, equitable, inclusive, and joyful workplace where relationships matter, curiosity is encouraged, and every team member contributes to our shared mission.

While this job description outlines the primary responsibilities of the role, LINC is a dynamic organization, and our work continues to evolve alongside the families and communities we serve. Team members are expected to bring flexibility, cultural humility, curiosity, and a collaborative spirit to their work and may contribute to additional programs, initiatives, events, or organizational priorities as needed to advance LINC's mission and success.

Commitment to Diversity and Equal Employment Opportunities

LINC - Literacy in Community provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by local



laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

LINC values diversity and actively seeks to build an inclusive applicant pool and pursue a thoughtful hiring process, including a diverse hiring committee, carefully designed interview questions, and mindfulness about unconscious biases.