



Site Manager

Department:	Program Staff	Effective Date:	8/26/2026
Reports to:	Assistant Director	FLSA Status:	Part time, non-exempt
Direct Reports:	2	Pay Scale:	\$21.00/hour
Location:	550 N. University Ave, # 215, Provo UT 84601	Schedule:	20 hours/week Tu 10 am – 4 pm Wed, Thu, 12 noon – 7 pm Hours partially negotiable

Job Summary and Essential Job Functions:

The Site Manager is responsible for overseeing daily site operations and ensuring the effective delivery of Project Read's programs. This position oversees staff, interns, volunteers, and daily instructional activities while ensuring accurate data management, compliance with organizational policies, and alignment with program goals. In addition, this individual leads student and volunteer intake, training, supervision, and progress monitoring; supports instructional quality through coaching and collaboration; and maintains organized documentation and reporting systems.

Required Qualifications

- Completion of some college coursework.
- Related work and management or supervisory experience, preferably within adult education, nonprofit, or community-based programs.
- Access to a reliable vehicle required to support travel related to program operations, partnerships, and organizational needs.

Preferred Qualifications

- Bachelor's degree in a related field.
- Experience working with diverse, low-literacy adult populations.
- Background in training or overseeing volunteers.

Required Skills, Knowledge, & Abilities

- Strong verbal and written communication skills, including the ability to explain concepts clearly and provide constructive feedback.
- Ability to organize, prioritize, and manage time effectively.
- Proficient computer skills, including the ability to use standard office software.
- Ability to manage multiple responsibilities, take initiative, and be flexible in meeting program and organizational needs.

Preferred Skills, Knowledge, & Abilities

- Strong public relations and community engagement skills.
- Database management experience.
- Teaching or tutoring experience.
- **Please email a cover letter & resume to [Sylvia Lyons](#), Project Read Executive Assistant.**

