



Deputy Director of Programs Job Description

The **Deputy Director of Programs** oversees four Programs Associates who implement most of our day-to-day programming. This is a full-time, exempt position that reports to the Director of Programs.

You would be a good fit if..

A large portion of this job involves managing a team of people. The right person for this job is excited about being a supervisor and supporting the professional development of their reports. They are compassionate, set clear expectations, hold their team to a high standard, and don't shy away from regular conversations about performance. They are eager to deeply learn about the various responsibilities of their reports, and have an organizational system to keep track of all the moving parts. They are always reflecting on how they can make things better: whether that's through minor tweaks, larger process improvements, or new initiatives. They are invested in our mission.

Required Qualifications:

- Prior supervisory experience
- Bilingual proficiency in Spanish and English - almost half our students are Spanish speakers
- Highly proficient in Microsoft Office and G Suite - we use a lot of spreadsheets here

A TESOL background is *not* required but a plus.

Schedule:

The typical schedule is in-person Monday-Thursday, with Fridays usually (but not always) remote. Since we have evening classes, all Programs staff work one weekday evening shift a week (occasionally more when someone on the team is sick or on vacation). Staff are also expected to table at weekend outreach events roughly quarterly. Comp time may be offered for hours over and above the typical schedule.

Job Duties:

- Train, supervise, and develop Programs Associates; support their growth and accountability in the fulfillment of their job duties.
- Hold weekly one-on-one check-ins with direct reports; provide regular feedback and coaching
- Manage the areas the Programs Associates contribute to: student and volunteer outreach and support, tutoring and clubs, scholarships and payments, newsletter and social media
- Plan and oversee quarterly student orientations, graduations, and community happy hour events
- Create and maintain system for inventory and ordering of office supplies
- Create and manage Google Ads Grant, Meta campaigns, and other outreach initiatives, in consultation with Director of Programs
- Meet weekly with Director of Programs; provide updates on responsibilities and help shape organizational strategy

Compensation:

Salary: \$80,000 to \$83,000 annually, depending on experience

Benefits: WEC covers 70% of employee health and dental insurance premiums for full-time employees; all employees have the option to enroll in a SIMPLE IRA retirement plan with an employer match of up to 3%

Perks: Free group English classes or one-on-one tutoring for the employee or one immediate family member each term

Instructions for applying:

Please send a resume and cover letter to hiring@washingtonenglish.org by **August 13**.

Cover letters that stand out tend to:

- Show why you want to work at WEC
- Show how your past professional experiences prepare you for this job
- Sound like you (written in your distinct voice)

Please note that we do not use AI to screen applications.

Preferred Start Date: September 8, 2026

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