



## **PROGRAM COORDINATOR | Job Posting | Two positions available**

Washtenaw Literacy has openings for two Program Coordinators. One opportunity is half-time, the other is full-time. Candidate should have a background in social work OR a background in education. Candidates should indicate in their cover letter if they would prefer either the half-time or full-time position. The half-time positions include paid time off, company matched retirement savings and some cafeteria benefits at the employee's election. The full-time position includes paid time off, health & dental, company matched retirement benefits, cafeteria benefits at the employee's election. Cafeteria benefits include short-term disability, AFLAC products and vision coverage.

The Program Coordinator is responsible for the design, implementation, management and evaluation of Washtenaw Literacy's one-on-one and group tutoring program and related services. To this end, the Program Coordinator is responsible for program supervision and matching of tutors with learners, support of tutor and learners, management of program information systems, educational assessment of learners, training and development of tutors, program evaluation and improvement, and for related fundraising and public relations activities. The Program Manager is the immediate supervisor.

### **Specific responsibilities include:**

- ✓ Manage the day-to-day operations of literacy programs at all locations.
- ✓ Manage related volunteer training and on-going volunteer development.
- ✓ Manage data collection and database; generate data reports.
- ✓ Evaluate the outcomes of Washtenaw Literacy's tutoring programs.
- ✓ Plan and implement programming-related special events.
- ✓ Plan program improvements, modifications and additions.
- ✓ Coordinate and conduct tutor trainings.
- ✓ Other programming-related activities as required.

### **Qualifications:**

- ✓ Bachelor's or Master's level degree in education or Master's level degree in social work.
- ✓ Demonstrated ability to manage simultaneous projects.
- ✓ Volunteer management experience.
- ✓ Excellent verbal communications and demonstrated ability to write clearly and correctly.
- ✓ Experience working with diverse populations.
- ✓ Excellent computer, Internet and database skills.
- ✓ Michigan teaching certificate a plus, especially in adult education.
- ✓ Positive, "can-do" attitude, a team player with attention to detail and a high degree of initiative.

These positions are at-will, exempt. Working hours may include evenings or weekends on occasion. Salary is commensurate with experience.

**REQUIRED FORMAT: Please submit cover letter & resume together in ONE electronic document with the candidate's last name in the file name.** Only electronic submissions will be accepted. Deadline for all applications is **June 17, 2018**. No phone calls. Submit questions and resumes to [info@washtenawliteracy.org](mailto:info@washtenawliteracy.org)

**Washtenaw Literacy**  
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