



## **JOB POSTING - Program Coordinator**

*Join a productive, adaptable and dedicated team of professionals. Come make adult literacy part of the solution for our local communities, increasing equity across Washtenaw County.*

Washtenaw Literacy was founded in 1971 to provide literacy support, free of charge, to adults (16 and over) in Washtenaw County through a network of trained volunteer tutors. We provide one-on-one and group tutoring in reading, writing, speaking and listening to English; everyday math; and computers/digital literacy, using an individualized learner-centered approach. Our learners set their own goals and develop a wide range of literacy skills that help them achieve self-determination and realize their full potential. We believe that literacy is a cornerstone of equity, and that providing lifelong learning opportunities for everyone is essential to creating a diverse and inclusive community.

The Program Coordinator is responsible for the design, implementation, management and evaluation of their assigned one-on-one and group tutoring programs and related services. A large portion of the Program Coordinator's work involves volunteer recruitment and coordination. Personnel management skills and the ability to cultivate relationships are essential to success in this position. Both in-person and remote work will be needed. Work hours will include 2-3 evenings per month and a few Saturday hours each year.

### **Primary Responsibilities include:**

- Create and manage the daily operations of assigned literacy programs in a variety of locations in Washtenaw County. Focus is expected to be English as a second language and digital literacy.
- Recruit and coordinate volunteer tutors, and create and implement their training and professional development
- Manage data collection and database; generate reports as needed
- Evaluate the outcomes and plan improvements of Washtenaw Literacy's tutoring programs
- Plan and implement program related special events
- Represent the organization at community events as needed
- Other Programming related activities as required

### **Qualifications:**

- Must be highly self-directed and have a positive, can-do attitude. This includes the ability to set and organize own work priorities and adapt to them as they change frequently. Must be able to work concurrently on a variety of tasks/projects in a fast-paced environment with individuals having diverse personalities and work styles.
- Must be comfortable working and serving in a diverse and inclusive environment, and operating in a collaborative, shared leadership environment with supervision where applicable.
- Must possess a personal presence that is characterized by a sense of honesty, integrity,

inclusivity, and caring with the ability to inspire and motivate others to promote the philosophy, mission, vision, goals, and values of Washtenaw Literacy.

- An adaptable quick learner who is flexible and finds the opportunity in change
- Experience or aptitude for managing people, cultivating relationships, and creating safe, welcoming and supportive learning spaces in potentially high stress environments
- Commitment to promoting equity, justice and inclusion in our community
- Experience using Google suite, databases and email. Technology knowledge, fluency, and digital resilience are a must.
- Excellent verbal and written communications skills needed.
- Must have timely and reliable transportation.

**Job Title:** Program Coordinator  
**Reports To:** Program Director  
**Location:** Combination of remote and in-person work in locations throughout the County  
Main office: 5577 Whittaker Rd., Ypsilanti, MI 48197  
**Status:** Full time, Salaried  
**Salary:** \$43,000  
**Benefits:** Health care, Dental, Vision, Retirement Match, 10 paid holidays, generous paid time off, and flexible scheduling options.  
**Start Date:** The successful candidate will ideally assume the position in August, 2024.

Please submit a **cover letter and resume** together in ONE document with the candidate's last name in the file name to [austin@washtenawliteracy.org](mailto:austin@washtenawliteracy.org) by Midnight on July 19, 2024.

*Washtenaw Literacy is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups. This includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or mental health conditions, and with lived experience with homelessness or recovery from a substance use disorder. Washtenaw Literacy also encourages those with criminal histories to apply.*