



## **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. Working hours may include evenings or weekends on occasion.

### **Primary Responsibilities include:**

- Manage the daily operations of assigned literacy programs in a variety of locations in Washtenaw County, including the County Jail.
- Recruit and coordinate volunteer tutors, and conduct their training and 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 require

### **Qualifications:**

- Bachelor's Degree or relevant life experience
- Must be highly self-directed and have a positive, can do attitude
- An adaptable quick learner who is flexible and finds the opportunity in change
- Experience or aptitude for managing people and cultivating relationships
- Demonstrated ability to manage simultaneous projects
- Commitment to promoting equity, justice and inclusion in our community
- Experience using Google suite, databases and email
- Excellent verbal and written communications skills

**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:** \$40,000  
**Benefits:** Health care, Dental, Vision, Retirement Match, 11 paid holidays, generous paid time off.  
**Start Date:** The successful candidate will ideally assume the position in Oct, 2023.

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 Sept 24, 2023.

*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.*