



PROGRAM COORDINATOR | Job Posting | Deadline to apply: 4.23.2021

Washtenaw Literacy, founded in 1971, is a volunteer based organization providing free literacy instruction customized to the needs of adults, 16 and older, throughout Washtenaw County. Volunteers provide individual and group tutoring in reading and writing skills and in English as a Second Language so adults can improve their personal, family and community lives.

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 adult 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. Working hours may include evenings or weekends on occasion. Currently, Washtenaw Literacy is working remotely. Before the pandemic, staff worked remotely a percentage of their time and that will continue. The Program Manager is the immediate supervisor.

Specific responsibilities include:

- Along with the Program Team, manage the day-to-day operations of basic skills literacy programs, for example, the County Jail, MiWorks!, or Washtenaw Community College.
- Along with the Program Team, manage related volunteer training and on-going volunteer development.
- Manage data collection and database; generate data reports.
- Along with the Program Team, evaluate the outcomes of Washtenaw Literacy's tutoring programs.
- Plan and implement programming-related special events.
- Plan program improvements, modifications and additions.
- Along with the Program Team, coordinate and conduct tutor trainings.
- Other programming-related activities as required.

Qualifications:

- Commitment to Diversity, Equity, and Inclusion principles.
- Bachelors or equivalent experience in education or social work. Masters or a plus.
- Experience with low-literacy and basic skill development a plus.
- A Michigan teaching certificate a plus, especially in adult education.
- 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 and a commitment to building equity in our community.
- Excellent computer, Internet and database skills.
- Positive, "can-do" attitude, a team player with attention to detail and a high degree of initiative.

Compensation: Full-time salary range is between \$30K and \$35K, depending on qualifications. Benefits include health care, dental, retirement match, 11 paid holidays, generous paid time off, AFLAC elections. The successful candidate will ideally assume the position in May/June 2021.

REQUIRED FORMAT TO APPLY: Please submit cover letter & resume together in ONE document with the candidate's last name in the file name to info@washtenawliteracy.org. No phone calls or paper materials.