

PROGRAM COORDINATOR | Job Posting | Posted until filled

The Program Coordinator is responsible for the design, implementation, 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.
- Along with the Program Team, coordinate and conduct tutor trainings.
- 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.
- Manage data collection and database; generate data reports.
- Other programming-related activities as required.

Cultural Responsiveness is essential to achieving our mission. We aspire to advance equity and build a multi-cultural workplace that balances self-awareness with practice. Each Washtenaw Literacy employee commits to self-reflection and growth in their own cultural beliefs, values, and biases. We strive to integrate diversity, equity, and inclusion into Washtenaw Literacy's organizational culture. Our core values guide this ongoing work.

Qualifications:

- Commitment to Diversity, Equity, and Inclusion principles.
- Bachelors or equivalent experience, education or social work preferred. Masters a plus.
- Experience with low-literacy and basic skill development a plus.
- Michigan teaching certificate a plus, especially in adult education.
- Familiarity with greater Ypsilanti a plus.
- 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.
- Positive, "can-do" attitude, a team player with attention to detail and a high degree of initiative.

Compensation: Full-time salary range is between \$33K and \$36K, 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 January 2022.

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.