

COMMUNITY LITERACY OUTREACH COORDINATOR WINDERMERE VALLEY

Our Organization

Columbia Basin Alliance for Literacy (CBAL) is a progressive and innovative multi-service non-profit organization providing a broad range of child, youth, family, and seniors services related to literacy. We are looking for a Community Literacy Outreach Coordinator for the Windermere Valley to provide leadership for community staff and volunteers, specializing in community development, literacy, and lifelong learning.

Position Summary

Reporting to the Regional Manager, the Community Literacy Outreach Coordinator is responsible for all aspects of assigned programs and staff, including program planning and evaluation, budgeting, human resources, community development, grant writing and reporting.

The salary is based on \$28.00 per hour and the position is expected to begin in March with training hours through February. Currently, this position is 28 hours per week, including 2 hours of Adult Literacy program delivery.

Desired Qualifications

- Experience in the non-profit/social services sector
- Relevant post-secondary education and experience in literacy and/or education
- Understanding of current provincial and federal initiatives related to literacy
- Education and/or experience in teaching/facilitating adult and family literacy programs
- Demonstrated management and administrative skills, written and oral communication skills, and budgeting experience
- Demonstrated technology skills
- Experience working with communities, developing, and nurturing partnerships, and leading committees
- Clear Criminal Record Check, completed prior to hiring

Responsibilities

- Plan, develop and deliver effective literacy activities, programs, and resources
- Promote and help ensure good practices in community literacy initiatives, including family, adult, and workplace literacy, settlement support and language classes
- Manage staff relations including hiring, training, on-site visits, and mentoring staff
- Develop and manage community budgets and submit monthly operating fund reports
- Seek out and apply for relevant grants or funding opportunities, develop, and implement fundraising activities
- Complete relevant reporting requirements as required by CBAL and funders
- Build positive relationships with community groups, local government, educational institutions, businesses and other non-profit groups.
- Develop an effective community literacy planning committee, facilitate meetings and report out on the activity.
- Make local presentations about literacy issues and represent CBAL on relevant local committees.

Forward resumes with cover letters to Andra Louie at alouie@cbal.org by Monday, February 13 at 4 pm. Only applicants selected for an interview will be contacted.