

LITERACY PROGRAM COORDINATOR- VALEMOUNT

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 Coordinator to provide leadership for community staff and volunteers, specializing in community development, literacy and lifelong learning.

Position Summary

Reporting to the Regional Manager, the Literacy Program Coordinator is responsible for coordinating, developing and facilitating literacy programs for families, children and youth, adults and seniors. This position is based on 20 hours per week and the hourly rate is \$28.00. CBAL provides a home office allowance, optional benefits plan, and an annual Wellness Fund of \$100. Applicant must have access to an appropriate home working space.

Desired Qualifications

- Experience in the non-profit/social services sector.
- Relevant post-secondary education and experience in literacy and/or education.
- Understanding of community needs and assets in relation to literacy.
- Education and/or experience in teaching/facilitating adult and family literacy programs.
- Demonstrated administrative skills, written and oral communication skills and budgeting experience considered an asset.
- Demonstrated technology skills (including Zoom for online program delivery).
- Experience working with communities, developing and nurturing partnerships, and leading committees.

Responsibilities

1. Plan, develop and deliver effective literacy activities, programs and resources.
2. Complete and submit monthly operating fund reports.
3. Complete relevant reporting requirements as required by funders.
4. Build positive partnerships with community groups, local government, educational institutions, businesses and other non-profit groups.
5. Facilitate one family program and one adult/seniors' program (programs are flexible but are funded for a maximum of 6 weeks in length with a total of 9 hours of contact time per program). Programs must be offered between September 1 and June 30.

Forward resumes with cover letters to Andra Louie at alouie@cbal.org. **This posting is open until filled.** Only applicants selected for an interview will be contacted. We anticipate the position to begin as soon as possible.

CBAL is committed to promoting equal employment opportunities for all community members.