

COMMUNITY LITERACY OUTREACH COORDINATOR ARROW & SLOCAN LAKES (NAKUSP OFFICE)

Our Organization

The Columbia Basin Alliance for Literacy (CBAL) is an innovative, multi-service, non-profit organization providing a broad range of literacy-related programs and services for children, youth, families, adults, seniors, and newcomers.

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. This position is 25 hours per week from September 1 to June 30, with a flexible schedule and summer opportunities for programming and coordination. Position will commence immediately with additional hours for training as needed.

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
- Driver's license, clean driving record and access to a vehicle

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 on the activity
- Make local presentations about literacy issues and represent CBAL on relevant local committees

Email cover letter and resume to Alana Murdoch at amurdoch@cbal.org by 12 pm (noon) on September 13, 2023. Only those shortlisted will be contacted for an interview.

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