



MEETING OUR COMMUNITY'S NEEDS
NEIGHBORS TO NEIGHBORS

People's Resource Center Job Posting – Literacy Coordinator

POSITION OVERVIEW

PRC is hiring a Literacy Coordinator to work 40 hours/week to coordinate the activities of the Literacy Program that result in improved delivery of service and are consistent with program goals and strategies. The Literacy program provides Adult Basic Education, ESL, high school equivalency, and American citizenship services to over 600 clients through a team of 250 volunteers at Wheaton location, Westmont location and several partner organizations in DuPage County. The Literacy Coordinator is part of the Adult Learning and Literacy (ALL) team supervised by the Director of ALL. The Literacy Coordinator's primary office will be located in Wheaton (201 S. Naperville Rd) and traveling to local sites will be required. Candidate must have a valid driver's license, access to a vehicle, be able to lift 25 lbs. and be able to work some evening and weekends when necessary.

PRC offers a generous compensation and benefits package to our full time employees, including:

- Medical insurance – HMO, PPO
- Dental insurance – PPO
- Flexible Spending Account participation
- Short Term Disability
- Life Insurance
- SIMPLE IRA retirement plan & company match
- 18 days of Paid Time Off (PTO)
- 12 paid holiday

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelors degree with major coursework in education, English or other related field REQUIRED
- 3 years' experience working in an education setting REQUIRED; preferably with adults
- Teaching English To Speakers of Other Languages (TESOL) Certification preferred
- Experience working with linguistically and culturally diverse client population is preferred
- Bilingual and bicultural- preferred
- Experience working with volunteers preferred
- Experience working with people with learning disabilities or adaptive teaching approaches preferred

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED

- Possess an interest in promoting adult literacy education
- Ability to work independently, with a team, and with a diverse group of individuals
- Ability to work effectively with volunteers, with people from other countries & with people speaking other languages
- Must demonstrate professionalism, flexibility, good judgment and commitment to teamwork
- Excellent organizational skills
- Good verbal, written and presentation skills
- Ability to respond appropriately in varied situations
- Intermediate knowledge of MS Word, Outlook and Internet search engines; Basic knowledge of Excel and PowerPoint



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POSITION ESSENTIAL FUNCTIONS

1. Contribute to Literacy Program conception, design, and functionality
2. Ensure complete screening and registration for clients seeking literacy services in collaboration with administrative support staff
3. Provide specialized support to Adult Basic Education (ABE) and high school equivalency (HSE/GED), Citizenship Interview Test (CIT), & special certification classes and tutoring
4. Supervise open classroom sessions by providing intensive support to volunteers, prompt assessment of client needs
5. Create, coordinate, provide and/or supervise training and workshops for Literacy Program volunteers, including off-site locations throughout the county
6. Assist Director of Adult Learning and Literacy in developing, maintaining and communicating development materials for clients and volunteers to ensure an effective and progressive Literacy Program
7. In collaboration with Volunteer Coordinator, identify, implement and improve upon the process of recruiting and screening literacy program volunteers
8. Complete matching process between students and volunteers, and provide orientation, training, and ongoing support for Literacy Program volunteers
9. Coach and evaluate volunteers to improve tutoring effectiveness
10. Work closely with the Assessment Coordinator to maintain accurate client and volunteer data and service statistics for the Literacy Program
11. Build positive relationships with appropriate PRC employees, volunteers, and community organizations to maintain high levels of program enrollment

APPLICATION PROCESS

To apply, please send your resume, cover letter and salary expectations to resumes@peoplesrc.org.

APPLICATIONS will be accepted until Monday, June 11, 2018

No phone calls, no faxes please.

People's Resource Center is an Equal Opportunity Employer.

www.peoplesrc.org