

Employment Opportunity: Reading and Writing Program Coordinator (part-time)

Job Summary:

The Program Coordinator will recruit and manage a caseload of volunteer tutors and adult learners whose primary language is English to ensure program goals are met for delivery of instructional hours, educational gains, and retention of tutors and learners. Candidates of color are encouraged to apply.

Responsibilities:

- Actively recruit student learners who have the greatest literacy needs in Oakland County by building relationships in underserved communities and a presence at community events.
- Lead orientation sessions with prospective students.
- Complete student interviews, set goals with learners, and onboard students to online learning platforms.
- Assist with tutor training and onboarding tutors to curriculum. Provide curriculum resources to tutors as needed including the Barton system (for dyslexic learners).
- Match newly enrolled learners with trained tutors.
- Provide support to tutors and learners throughout the program year.
- Monitor monthly instructional hours and follow up with learner/tutor matches not meeting expectations.
- Coordinate annual review testing with office administrator.
- Develop improvement plans for students who do not make progress on annual review tests.
- Contribute to monthly tutor newsletter and identify tutor/learner success stories.
- Develop curriculum for GED and other writing requirements.
- Become familiar with community social service resources to make referrals as needed.
- Help learners access workforce and higher education resources.
- Maintain accurate data on students and tutors.
- Attend annual student graduation event and occasional field trips planned for tutors and students.

Qualifications:

- The ideal candidate will be friendly, helpful, flexible, supportive, and passionate about improving adult literacy. The ideal candidate will also demonstrate high attention to detail and strong problem-solving skills. Other attributes include: strong verbal and written skills; the ability to work well with diverse groups of people; the ability to forge strong respectful relationships, and advocate for students and tutors; the ability to search and filter through data and make decisions based on that data; and the ability to juggle multiple tasks, using time efficiently and working independently.
- Education background required. Reading expertise desired.
- Experienced working with low-income populations and social safety net organizations needed.
- Experience using Microsoft Office suite of products required. Experience with databases desired.

Hours: 20 hours per week, flexible hours. Mutually acceptable schedule to be determined upon hire.

Location: 51111 Woodward Avenue, Suite 720, Pontiac for the majority of time. Some remote work is possible.

Compensation: \$20-25 per hour, no benefits.

To apply for the position please submit a resume and cover letter to Lisa Machesky, Executive Director at lisa.m@oaklandliteracy.com. (Accepting applications until the position is filled).



The Oakland Literacy Council provides basic literacy and English language instruction to adults to facilitate lifelong learning, employment skills and personal well-being. Volunteers have been providing free one-on-one tutoring for adults with literacy needs since 1984.