

Employment Opportunity: *ABE Student Coordinator (part-time)*

Job Summary:

The ABE Student Coordinator is responsible for recruiting and supporting Adult Basic Education students (English is their primary language yet read at less than a ninth-grade level). The coordinator will also be responsible for ensuring students are assessed regularly and are making educational gains. The coordinator will establish strong relationships with human service and faith based organizations, adult education providers and community colleges, and workforce development agencies to recruit and support students. The coordinator will also be responsible for supporting efforts to align literacy education with workforce development needs.

Responsibilities:

- Stay in contact, encourage, motivate and cheerlead the basic students affiliated with the Oakland Literacy Council. When needed, help resolve barriers to successful participation in the tutoring process;
- Recruit additional adult basic students throughout the county, particularly in high-poverty areas;
- Stay in contact with former students who dropped out of the program and encourage their return;
- Ensure that students are assessed per schedule and are making educational gains;
- Provide input to tutors about student needs and goals;
- Create and maintain strong recruiting relationships with community colleges, adult education providers and local Michigan WORKS! offices;
- Organize events or promote opportunities for students that will help them supplement their learning, build a peer community, and/or develop additional workplace skills;
- Advocate for basic students and their needs;
- Help support efforts to build relationships with employers who hire low-skilled workers;
- Represent the Council within the community as needed; and
- Other duties as assigned related to developing and supporting the basic students of the Oakland Literacy Council.

Qualifications:

- The ideal candidate will be friendly, helpful, flexible, and passionate about serving adult learners and improving literacy levels in the community. The ideal candidate will also demonstrate a high attention to detail and demonstrate problem solving skills. Other attributes include:
 - strong verbal and interpersonal communication skills;
 - the ability to work effectively with diverse groups of people; and
 - the ability to organize and juggle multiple tasks, use time effectively and work independently.
- Experience working with low-income populations and social safety net organizations needed.
- Experience in education, training and development, workforce development, and/or community-based nonprofits helpful.
- Experience using Microsoft Office suite of products and FileMaker Pro desired.

Hours: 20 hours per week, generally Monday through Friday, flexible hours. Year-round.

Compensation: \$20 per hour, no benefits.

To apply for the position please submit a resume and cover letter by January 15, 2017 to Lisa Machesky, Executive Director at lisa.m@oaklandliteracy.com.



The Oakland Literacy Council provides basic literacy and English language instruction to adults in order 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.