

Adult Basic Education Program Coordinator (full-time)

Job Summary:

As an important team member of the only non-profit organization in Oakland County, Michigan solely dedicated to lifting adult literacy and numeracy levels, the Adult Basic Education Program Coordinator will partner with volunteer tutors and adult learners to help learners achieve high-school equivalency degrees, career readiness skills, or personal literacy and numeracy goals.

Responsibilities:

- Actively recruit student learners who have the greatest literacy and numeracy needs in Oakland County by building relationships in communities with the highest high school dropout rates and establishing a presence at community events.
- Complete interviews with eligible learners, set goals, onboard them to technology for online learning and match them with tutors;
- Check in with learners and tutors to encourage their progress throughout their time in the program.
- Train new volunteer tutors and offer professional development at least once a quarter.
- Recommend curriculum or curate custom lessons for volunteer tutors.
- Monitor monthly instructional hours and follow up with learner/tutor matches not meeting expectations.
- Coordinate annual review testing for learners with Data and Assessment Coordinator.
- Develop improvement plans for students who do not make progress on annual review tests.
- Maintain accurate database information on learners and tutors.
- Contribute to monthly tutor newsletter and identify tutor/learner success stories.
- Attend annual student graduation event and occasional field trips planned for tutors and learners.

Qualifications:

- This individual **MUST** have a valid Michigan teaching certificate with an appropriate secondary-level endorsement (English or Math).
- Knowledge of foundational reading and math skills required.
- Experience, comfort, and fluency with technology for remote instruction and administrative tasks required. Examples would be composing emails, creating an engaging presentation with PowerPoint, making notes in and pulling reports from a customer relationship (CRM) database, navigating online curriculum, and delivering instruction over Zoom.
- Experience working with adults in remedial education strongly desired.
- The ideal candidate will be friendly, helpful, flexible, and passionate about serving adult learners and improving numeracy and literacy levels in the community. Other attributes include:
 - the ability to organize, juggle, and prioritize multiple tasks, use time effectively, and work independently as well as part of the program coordinator team;
 - The ability to work effectively with diverse groups of volunteers and learners;
 - Strong interpersonal communication and administrative skills;
- Experience in education, training and development, literacy programs, volunteer management, workforce development, and/or community-based nonprofits desired.

Salary and Hours: 40 hours per week, with the majority of time on-site at Pontiac office. Salary range \$53,000-\$55,000. Health benefits and paid time off. Flexibility required to schedule occasional evenings and weekend calls and meetings.

To Apply: Send applications to: Laurie Weeks, program director, laurie.w@oaklandliteracy.com. The position will remain open until it is filled.



The Oakland Literacy Council provides basic reading, math, digital 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.