

JOB POSTING

Basic Literacy Coordinator – Greater New Haven Program (9/1/22)

FUNCTION: The Literacy Coordinator is responsible for the coordination and implementation of the Basic Literacy Program, a Free tutoring program for English-speaking adults with low reading levels in Greater New Haven. This staffperson ensures that all tutors receive the support and the resources to enable Basic Literacy students reach their maximum level of success. This includes matching tutors with students in all tutoring sites and/or remotely, developing new sites, recommending appropriate books and resources, and working with Tutor Trainers to ensure a steady stream of new tutors are joining and staying with the Agency. In addition, this person is responsible for recruiting, interviewing and assessing students, and tracking pre and post-test results. **This is a part-time position, 30 hours/week.**

SPECIFIC DUTIES:

1. Work closely with each Greater New Haven tutor to ensure they have access to all the resources they need to be a successful tutor. These include curriculum and administrative resources, technology and software training and overall support.
2. Coordinate and monitor dates, times, sites, and tutors for in-person and remote classes.
3. Meet with new volunteers who are interested in tutoring, assist with planning, organizing and attending tutor orientation and training, teach the Basic Literacy 103 session, and assign new tutors to appropriate sites for in-person classes or platforms for remote tutoring.
4. Work closely with Program Director and other Literacy Coordinators to plan and market training and workshops for tutors, develop relationships with community groups and locate potential new partners for student and tutor referrals, sites, and as potential donors.
5. Represent and advocate for Literacy Volunteers at State and local meetings.
6. Maintain effective partnerships with site liaisons to ensure the success of the site.
7. Administer pre- and post- tests to all students (State of Connecticut CASAS assessments).
8. Give tutors feedback on test results with appropriate recommendations for next steps.
9. Prepare monthly activity reports for the Executive Director and the Board, and other reports as needed to support and promote Literacy Volunteers of Greater New Haven.
10. Represent Literacy Volunteers at community meetings and Board meetings as needed to support the program.
11. Process student registrations and input information into State LACES database as well as LV Salesforce database.
12. Participate in Literacy Volunteers fundraisers.
13. Carry out any other duties required to support the Basic Literacy program and the agency.

REQUIREMENTS:

This position requires cultural sensitivity and excellent supervisory, organizational, management, speaking, writing, and interpersonal skills as well as flexibility and familiarity with adult learners and the Greater New Haven community. Candidates must be able to work independently and with confidence. Candidates must be able to use Microsoft Word and Excel, as well as Google and social media applications. Experience in marketing, networking and community-building preferred. College degree and at least 3 years of experience preferred.

INTERESTED? Please apply ASAP! Interviews start soon.

TO APPLY:

- *Email resume & cover letter to Louis D. Perno, Executive Director at louisperno@lvagnh.org*
- *Or mail to Literacy Volunteers of Greater New Haven, 5 Science Park, New Haven, CT 06511.*