



Adult Literacy Coordinator

Job Purpose

Working closely with the Program Manager, the Adult Literacy Coordinator is responsible for the oversight, coordination, and administration of all aspects of Foundations' Lead program, including managing adult learners and volunteer literacy coaches, promoting programs throughout the community, hosting literacy coach workshops, and other adult literacy initiatives. They work closely with other Adult Literacy staff and attend community meetings relevant to job responsibilities. They also provide guidance, support, resources, and tools to other literacy organizations in the province.

Major Responsibilities

Coordinate Lead One-to-One Adult Tutoring Program

- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that the project deliverables are on time and at the required level of quality
- Be aware of current literacy trends, resources and information related to needs of Foundations adult learners
- Coordinate small group tutorials, workshops, or additional learning opportunities for adult learners and for volunteer literacy coaches
- Prepare workshop materials
- In collaboration with the Literacy Trainer & Coordinator, train volunteers for the Lead program

- Screen adult learners for eligibility for the Lead program and match with volunteer literacy coaches
- Regularly review the work of volunteer literacy coaches, and provide timely support and resources on an ongoing basis
- Work with the Volunteer Coordinator and Children's Literacy Coordinators to manage the ebb and flow of volunteers and ensure the targets are being met
- Work with the Program Manager to evaluate the outcomes of the project as established during the planning phase
- If requested by the Program Manager, develop new initiatives to support the strategic direction of the organization

Volunteer and Program Participant Recruitment

- Work to recruit public and corporate volunteers in collaboration with the Volunteer Administrator and other staff
- Establish and maintain positive working relationships with workplaces and partner agencies throughout the community for the purpose of learner recruitment

Community Networking

- Track and maintain professional relationships and initiate new partnerships/contacts locally and provincially, through meetings, presentations, and networking opportunities

Administrative Functions

- Monitor the program activities on a regular basis and conduct continuous and annual evaluation according to the program evaluation framework
- Administer and review policies and procedures which apply to volunteer activities to ensure they reflect the overall values and standards of the organization



- Conduct program evaluations and ensure evaluation data is entered into the database in a timely manner
- Maintain forms and records to document program and volunteer activities, adhering to confidentiality and privacy policies of Foundations
- Maintain registration documents for funders and submit according to funder procedures
- Write monthly, interim, and final reports on projects for Foundations management and funders as requested; report evaluation findings to management and recommend changes to enhance the program, as appropriate
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks

Qualifications

Education and Certification Criteria

- University degree in education or the social sciences, or related experience
- Current Criminal Record Check including Vulnerable Sector Search

Knowledge, skills, and abilities

- Understanding and appreciation of cultural adaptation
- Knowledge of adult learning principles
- Ability to monitor and assess learning progress and provide objective feedback on achievements and learning process
- Ability to confidently plan, organize, and facilitate adult literacy programs, workshops, and agency events
- Familiarity with Microsoft Word and Excel



- Proven skill at developing positive and collaborative working relationships with a variety of individuals to support learning, including vulnerable populations

Experience

- 3 to 5 years' experience in a related field
- Experience in volunteer management
- Experience in Adult Basic Education

Working Conditions

- Please be advised that Foundations has a Covid-19 Vaccination Policy to protect the health and safety of all who work with us. We will require proof of vaccination to demonstrate a 'fully vaccinated' status as defined by the Public Health Agency of Canada prior to commencing with us, and periodically from time to time as reasonable throughout involvement with our organization
- The Adult Literacy Coordinator works a standard work week and is required to work some evenings and weekends to meet project milestones
- Valid driver's license and access to a vehicle mandatory

