



## **Community Literacy Outreach Coordinator**

**- Contracted -**

### **The Opportunity**

This is a contract position, which reports to a community steering committee. This project is administered for the community by the Langley School District Foundation. The purpose of Langley's Community Literacy Plan is to build and enhance literacy services, programs, and networks within the Community of Langley.

The Community Literacy Plan is the responsibility of the Langley Literacy Network. The Network's mandate is to work with the community to define community literacy needs, and to plan, assess, review and implement the Community Literacy Plan.

The Literacy Outreach Coordinator reports to the Literacy Network, and is accountable to the Executive Director of the Langley School District Foundation. The role of the Community Literacy Outreach Coordinator is to coordinate and monitor literacy programming and outreach in the Langley region: apply for funding, manage assessment and instructional activities, keep the committee and partners informed of progress, and promote programs and linkages among the Literacy Network and community (including literacy service providers, libraries, school district, social service agencies, municipal/provincial government agencies, the business community, Aboriginal groups, etc.).

<b>JOB POSTING #</b>	<b>2021-0001 – Community Literacy Outreach Coordinator</b>
<b>DATE:</b>	July 15th 2021
<b>POSITION:</b>	Contract – Full-Time (September 2021- June 2022) with options to renew, based funding
<b>Hours of Work:</b>	30 Hours per week (Flexible)
<b>SALARY RANGE:</b>	\$35.00 / hour
<b>ANTICIPATED START DATE:</b>	September 1, 2021
<b>CLOSING:</b>	August 9, 2021

### **Key Responsibilities**

1. Connecting with a variety of community agencies and organizations
  - a) Participate in community tables and bring literacy issues to those tables
  - b) Capture input from community representatives on literacy issues.
  - c) Build partnership between community literacy stakeholders.
2. Coordinating the community literacy task group; Langley Literacy Network
  - a) Ensuring the Langley Literacy Network is informed about literacy issues and activities throughout the community.
  - b) With the chair, planning regular Langley Literacy Network and necessary working group meetings.
  - c) Working with community partners to create solutions to gaps in literacy services.
  - d) Recording and distributing agenda and minutes, and completing necessary reporting.
3. Coordinating and delivering ongoing community literacy programs, including Reading Buddies, Wrap-a-Read and identifying opportunities to develop new programs to meet the needs of the community.

4. Working closely with Adult Literacy providers and funding partners to address issues and concerns, and promote communication, collaboration and partnerships between adult literacy stakeholders. This includes:
  - a) Administering the Community One on One Learning program, including writing funding applications, reporting tutor recruitment; and learner recruitment, assessment, and placement.
  - b) Overseeing the Aldergrove ESL Conversation Circle.
  - c) Acting as a liaison between adult literacy stakeholders.
5. Enhancing funding and reporting for literacy programs and seek opportunities to expand literacy programming and initiatives
  - a) Updating the Langley Literacy Plan and presenting as required.
  - b) Supporting other organizations in the writing of literacy grants where appropriate.
  - c) Applying for grants to enhance literacy programming.
6. Raising the profile literacy throughout the community including;
  1. Coordinating multi-stakeholder community resources such as the online Adult Literacy Guide.
  2. Managing communications and promotions such as:
    - i. Updating the website and Facebook
    - ii. Writing a monthly newsletter
    - iii. Creating and distributing promotional materials
    - iv. Drafting newspaper stories and press releases
    - v. Participating in community events
    - vi. Sharing information with community and task group

## **Qualifications**

### **1. Education and Knowledge**

- Post-secondary degree or an equivalent combination of training and experience (particularly in the fields of community development and literacy education)

### **2. Training and Experience**

- Experience in community development
- Familiarity with adult literacy practices such as program delivery, or adult learner assessments

### **3. Skills and Abilities**

- Enthusiasm and passion regarding the importance of literacy and literacy skill building
- Sensitive and respectful approach to team and partnership building, and valuing diversity
- Proven ability to propose, manage and budget projects, create partnerships, lead a team of people
- Outstanding communication, research and presentation skills
- Computer competence
- Strong time management and priority-setting skills, dynamic self-starter

### **4. Other information**

- Must possess a valid BC Class 5 Drivers' license, have a reliable vehicle, Business Insurance and acceptable drivers abstract. (mileage paid for work use)

- Must possess a working knowledge of computers (Microsoft Word/Excel)
- Criminal Records Check required
- Flexible and work from home/remote work as per Foundation remote work policies
- Must have your own computer

**Send Resume and Cover Letter**

Attention: Alicia Rempel

Posting Reference: #2021-0001 Community Literacy Outreach Coordinator  
4875 222nd Street, Langley BC Canada V3A 3Z7

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*We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls please.*