

Community Literacy Coordinator Job Description

Overview

The main responsibility of the Community Literacy Coordinator will be to provide leadership for community development that focuses on building and enhancing literacy services and networks within the communities of Ashcroft , Cache Creek and Spences Bridge. The Coordinator will provide the link between the Literacy Task Group and the communities. S/he understands, supports, and facilitates the Ashcroft, Cache Creek and Spences Bridge Community Literacy Plan as well as the literacy work already underway in the communities.

Areas of Responsibility

1. Community Literacy Plan Implementation

- Support the Literacy Task Group in accordance with the goals set out in the Literacy Plan
- Develop, compile, and distribute resource lists and literacy information
- Coordinate, manage, create, and plan local literacy initiatives as outlined in the Literacy Plan
- Keep the Literacy Task Group regularly informed and make recommendations as needed
- Organize, facilitate and manage all work related to Literacy Task Group meetings
- Work with partners (Literacy BC, Literacy Now, local educational institutions, other community-based organizations) to develop literacy networks and build the community's capacity to deliver and sustain local literacy programs and services.
- Research partnership and funding opportunities and prepare funding proposals.

2. Relationships and Partnership Building

- Build and maintain local partnerships and positive relationships with community groups, local government, educational institutions, businesses, and other non-profit groups
- Has successful experience working with First Nations communities
- Undertake consultation to identify literacy needs, build local resources, and provide relevant information, tools, and ongoing support
- Participate in relevant community, regional and provincial committees, meetings, professional development events and conferences

3. Public awareness/Information sharing

- Develop and implement a public awareness strategy
- Deliver local presentations about literacy issues

- Promote literacy and life-long learning throughout the community
- Share information about professional development, funding, resource opportunities
- Provide information to the Literacy Task Group regarding programs, community needs and emerging issues
- Provide information to Literacy BC and related government agencies when required

4. **Financial & Reporting**

- Manage a budget in an accountable manner in consultation with the Literacy Task Group's steward organization, Community Futures Sun Country
- Prepare and present reports to funders
- Submit quarterly activity report to the Literacy Task Group

Credentials

- Relevant post-secondary degree or diploma, or equivalent experience
- Knowledge and experience of literacy issues as they relate to policy, program delivery, and community awareness; 3-5 years related experience will be considered an asset
- **Proven ability to organize events, manage projects, and develop partnerships;**
- Strong consultation, facilitation, and team-building skills

Abilities

- Outstanding communication, interpersonal, and presentation skills, particularly with individuals and groups having diverse interests and backgrounds
- Ability and enthusiasm for the task of acquiring funding, including writing funding proposals and preparing budgets.
- Solid time-management and priority-setting skills
- Experience or skills in research and evaluation tasks, including critical thinking skills and good judgment
- Computer software competence, including Word, Excel, Power Point, and online communication and research

Attributes

- Entrepreneurial, courageous, adaptable, constructive, and creative approach to the challenges and opportunities of a dynamic work environment
- High degree of self-initiative to maintain momentum and progress
- Inclusive, sensitive, and respectful approach to collaboration that accommodates uniqueness and differing viewpoints
- Valid driver's license, clean driver's abstract, reliable vehicle
- Recent criminal record check