



Literacy Program Coordinator

The Fort St. John Literacy is seeking an energetic and creative part time Literacy Program Coordinator to facilitate and expand literacy programs and workshops. The successful candidate will recruit, train and support volunteer tutors as well as assess the needs of both immigrant learners and Canadian born learners who are seeking to upgrade their basic literacy skills. They will be responsible for coordinating and implementing various literacy programs. In addition, they will provide an on-going support; assist with written reports and literacy promotion through building positive relations in the community.

Position requirements:

- Diploma or degree in teaching or social work related field preferred
- Teaching and/or program coordination experience would be an assets
- Experience working with volunteers considered an asset
- Proficient in Microsoft Office
- Excellent communication skills- both oral and written
- Highly motivated and able to work under minimum supervision
- Organizational and time management skills
- Excellent interpersonal skills
- Positive and professional attitude
- Team player
- Ethical and honest

Terms of employment:

- 20h/week, flexible schedule, some evenings may be required
- salary \$24- \$27/hour depending on qualification and experience
- criminal record check required

How to apply:

- Send a cover letter with a resume to executivedirector@fsjliteracy.ca