

## **Community Literacy Outreach Coordinator: Part-time**

**20 hours per week. \$25 per hour. Flexible hours, home office.**

**Mount Waddington/North Vancouver Island**

**Application Deadline: June 21, 2019**

The Mount Waddington Family Literacy Society *Literacy Outreach Coordinator* (LOC) position is a challenging and rewarding position working with North Island communities and schools within the Region of Mount Waddington to initiate and coordinate literacy programs as identified by each community.

Most of the role is completed in your home office, but travel to various communities for meetings and training sessions is required. You will organize your own time schedule and be an excellent multi-tasker. The LOC reports to the MWFLS Board Chair and participates in quarterly Board Meetings. The Literacy Outreach Assistant will provide communications and other support.

### **General Job Description:**

- Leadership for community literacy plans
- Supervising One to One, Fostering Literacy, and other ongoing programs
- Data collection and report writing
- Identifying literacy gaps and needs in communities
- Event Coordination
- Grant writing and Fundraising
- Promotion

### **Credentials:**

- Relevant post-secondary degree, diploma, or experience
- Strong organizational and multi-tasking skills
- Demonstrated comprehensive understanding of Indigenous cultures, traditions and literacy issues
- Proven research, group facilitation, report writing and computer skills
- Vehicle and valid BC driver's license is required
- An entrepreneurial spirit
- Existing relationships with local schools and organizations is an asset.

### **Specific responsibilities include:**

1. Oversee the implementation of any literacy plans for all communities in the Mount Waddington Region: North Zone ( Port Hardy, Fort Rupert, Coal Harbour, Gwa sala Nakwaxdax'w, Quatsino, and Holberg) and South Zone (Port McNeill, Woss, Port Alice, Alert Bay, Sointula, and Kingcome)
2. Oversee and Coordinate [ONE-to-ONE](#) reading tutor programs in local schools.
3. Oversee and Coordinate [Fostering Literacy Reading Tutor-Mentor](#) programs and student employees.
4. Provide Tutor Training for both programs
5. Volunteer recruitment for ONE-to-ONE program
6. Reporting:
  - Prepare a monthly report of current activities and future plans to Literacy Now Steering Committee.
  - Provide Mid-year and Annual Reports to ONE-to-ONE organization
  - Provide Annual Report to Decoda Literacy Solutions

7. The following activities as identified by the plan:

- Identify which communities require assistance with funding and assist with this task by fundraising or grant writing.
- Identify and hold community partners' meetings and communicate with all stakeholders.
- Ensure that data collection is occurring in each community
- Provide community outreach in each community to identify existing gaps in literacy
- Set tasks and oversee the work of the Literacy Assistant
- Celebrate literacy success in the communities of North and South Zone of Mount Waddington with articles in the local paper, events, web site and social media promotion.
- Coordinate a variety of events such as Literacy Fairs, Parent Reading Workshops, and participate in regional events where appropriate.

*Positions will be a contract with the Mount Waddington Family Literacy Society.*

**Please send resume by mail or e-mail to:**  
**Kathy Martin,**  
**Box 1392, Port McNeill, B.C. V0N 2R0**  
or [martinkt@telus.net](mailto:martinkt@telus.net) or 250-230-4234

**Posting closes 5:00 pm June 21, 2019**



**[Find out more about the Mount Waddington Family Literacy Society.](#)**

**[www.mwliteracynow.wordpress.com](http://www.mwliteracynow.wordpress.com)**

**[www.facebook.com/mwfamilyliteracy/](https://www.facebook.com/mwfamilyliteracy/)**