

COMMUNITY LITERACY COORDINATOR - REVELSTOKE

Our Organization

Columbia Basin Alliance for Literacy (CBAL) is a progressive and innovative multi-service non-profit organization providing a broad range of child, youth, family and seniors services related to literacy. We are looking for a Community Literacy Coordinator for Revelstoke to provide leadership for community staff and volunteers, specializing in community development, literacy and lifelong learning.

Position Summary

Reporting to the Regional Manager, the Community Literacy Coordinator is responsible for all aspects of assigned programs and staff, including program planning and evaluation, budgeting, human resources, community development, grant writing and reporting.

The salary is based on \$26.50 per hour and the position is expected to begin mid-February. Currently, this position is 21 hours per week with the possibility of additional hours for facilitating literacy programs.

Desired Qualifications

- Experience in the non-profit/social services sector.
- Relevant post-secondary education and experience in literacy and/or education.
- Understanding of current provincial and federal initiatives related to literacy.
- Education and/or experience in teaching/facilitating adult and family literacy programs.
- Demonstrated management and administrative skills, written and oral communication skills and budgeting experience.
- Demonstrated technology skills.
- Experience working with communities, developing and nurturing partnerships, and leading committees.
- Clear Criminal Record Review, completed prior to hiring.

Responsibilities

1. Plan, develop and deliver effective literacy activities, programs and resources. Promote and help ensure good practices in community literacy initiatives, including family, adult, and workplace literacy.
2. Manage staff relations including hiring, training, and mentoring staff. Conducting program visits and ensuring program quality.
3. Develop and manage community budgets. Submit monthly operating fund reports.
4. Seek out and apply for relevant grants and funding opportunities. Completes relevant reporting requirements as required by funders. Develop and initiate fundraising activities.
5. Build positive relationships with community groups, local government, educational institutions, businesses and other non-profit groups.
6. Develop an effective community literacy planning committee, facilitate meetings and report out activity.
7. Make local presentations about literacy issues and represent CBAL on relevant local committees.

Forward resumes with cover letters to Alana Murdoch at amurdoch@cbal.org. **This posting closes on Monday, January 21st at 4:00 pm.** Only applicants selected for an interview will be contacted.