

Outreach Coordinator

Who we are:

The Western Quebec Literacy Council is a non-profit, volunteer-based, organization that provides literacy services to the English-speaking Outaouais population. For 35 years we have been recruiting, training, and supporting volunteers to tutor adults in reading, writing, numeracy and computer skills.

The Position:

The WQ Literacy Council is seeking a part-time Outreach Coordinator to support the implementation of projects, *with a focus on the Gatineau region*, throughout the Outaouais. Reporting to the Executive Director, the Outreach Coordinator is responsible for the development, coordination, implementation and evaluation of literacy and essential skills programs and activities in the community.

The ideal candidate will:

- ✓ Have post-secondary education and/or relevant experience in adult education, communications or social services
- ✓ Possess knowledge of the community sector
- ✓ Understand the realities of the English-speaking community

Responsibilities:

- Organize, plan, facilitate and evaluate meetings, activities, and workshops
- Create, maintain and execute strategies for recruiting learners and volunteers
- Develop relationships in the community with other non-profit organizations and partners
- Keep accurate program records, files and statistics
- Recruit, interview, train and supervise volunteers
- Organize and attend community events/outreach activities
- Create program content for the website and social media platforms
- Anything else deemed necessary as designated by the Executive Director

Required Skills and Qualities

- Strong written skills in English
- Ability to work independently and with a team of professionals
- Excellent interpersonal and communication skills
- Strong organizational and time management skills
- Ability to work independently
- Proficient with Microsoft Office applications
- French spoken and written is an asset
- Possess valid driver's license and have access to a vehicle
- Ability to work evening and weekends as required

Location: Outaouais, Gatineau region (reporting to Campbell's Bay office)

Type of employment: Part time contract based on 20 hours a week for 26 weeks.

\$18 -\$20/hour based on experience and qualifications