

Reading Buddies Program Coordinator

Job Brief

The Western Quebec Literacy Council is seeking a part-time Program Coordinator for a community based literacy promotion program. The Program Coordinator will be working closely with the Executive Director to plan, implement, and evaluate this two-year project. The Program Coordinator will work independently and with a team of staff and volunteers to provide family literacy supports and implement a reading program for English-speaking elementary school students in the MRC Pontiac. The ideal candidate will be personable, responsible, detail-oriented and have the capacity to take on a variety of different tasks ranging from content and resource creation to volunteer management.

Primary Responsibilities:

- Create and implement a detailed action plan;
- Work in collaboration with schools and community partners to implement a literacy program;
- Recruit, train and coordinate a team of volunteers;
- Offer volunteer support and promote volunteer retention and engagement;
- Create a volunteer resource bank;
- Organize and implement fundraising activities;
- Maintain accurate records, collect data, implement evaluations at every stage of the program, and prepare reports;
- Organize and facilitate workshops and activities;
- Support growth and program development.

Requirements:

- Post-secondary degree in a related field
- 1 to 2 years of experience in a related field
- Knowledge of community organizations, social services network and literacy/education
- Sensitivity to vulnerable populations
- Excellent English-language skills; French language skills are an asset
- Excellent computer skills
- Valid driver's license and vehicle
- Ability to work flexible hours

Salary: \$18-\$20/hr

Schedule: 14 hrs/week, flexible schedule, occasional weekends and evenings