

### **Program Coordinator Position**

The program coordinator will assess adult students in reading and math using the TABE assessment. The coordinator will also tutor adults who need help with basic reading and math skills and supervise volunteer reading/math tutors. All employees are required to attend a minimum of 14 hours of staff development training in the Central NY region annually. Work hours are flexible.

#### Literacy of Northern New York

We are a non-profit agency providing free tutoring services to adults in Jefferson and Lewis Counties, NY.

200 Washington St.

Suite 303

Watertown, NY 13601

Please email your resume or mail it to our office.

[Cecilia Brock<literacyofnny@gmail.com>](mailto:literacyofnny@gmail.com)

Attn: Cecilia Brock

200 Washington Street

Suite 303

Watertown, NY 13601

Salary: \$14 - \$17 hourly

Duration: Part Time Regular

Shift: First Shift (Day)

Hours per week: 24