

Position: Project Connect Site Facilitator **Date:** January 10, 2023

Reports To: Chief Operating Officer **Hours:** 15-20 hours per week

FLSA: Per Diem

Job Summary

This position is for assisting activities at Literacy Alliance adult learning centers. In a given day, the site facilitator aids the instructor in site management, data management, and communication.

A successful candidate will be comfortable working both independently and collaboratively within a small, close-knit team, and thrive in a fast-paced environment. S/he must be able to communicate effectively with co-workers, adult learners, and stakeholders and must be passionate about helping adults succeed through instruction.

Essential Duties and Responsibilities

- Be present during classroom hours
- Set up and tear down equipment
- Supervise student attendance tracking
- Collect and grade learning distance assignments
- Communicate with the site instructor and volunteer tutors
- Communicate with students regarding instruction, attendance, and behavior
- Communicate any issues to the chief operating officer

Core Competencies

- Prioritizes and plans work activities
- Identifies and resolves problems in a timely manner
- Looks for ways to improve and promote quality
- Adapts to changes in the work environment
- Upholds organizational values
- Treats others with respect and consideration regardless of their status or position
- Shows respect and sensitivity for cultural differences
- Follows instructions, policies, and procedures
- Supports organization's goals and values
- Excellent written and verbal communication skills
- Demonstrated ability to work on multiple projects simultaneously while managing deadlines
- Ability to establish and maintain effective working relationships, build rapport with diverse personalities, be tactful, mature, flexible, and adaptable
- High professional standards with the ability to see the big picture and manage practical details
- Ability to establish and maintain a highly organized workspace
- Demonstrate a commitment to the mission of The Literacy Alliance
- Valid driver's license and have dependable transportation
- Ability to lift weight over 20 lbs.

Requirements

- High school diploma or equivalent

Other Skills and Abilities

- Ability to write reports, correspondence, and procedures that are clear and free from spelling and grammatical errors
- Ability to effectively present information and respond to questions from staff, students, and volunteer tutors
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to present numerical data effectively
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Knowledge of Windows operating system and the ability to use database, internet, and word processing software

Key Challenges

- Assessing student progress
- Developing rapport with a diverse student body
- Addressing attendance and/or behavioral issues

Physical Demands

- Regular requirement to sit, talk, and listen
- Occasional requirement to lift and/or move up to 20 pounds
- Close vision required

Compensation, Benefits, and Office Environment

This position reports to the chief operating officer but collaborates with all staff members. Our office is located in The Summit, 1005 West Rudisill Blvd, Suite 307. Free parking is available in a lot off the street. We have an outcomes-focused, flexible work environment with provided technology. Benefits include:

- Competitive hourly wage; the amount will be shared with qualified applicants when they are invited to interview

To apply, email the following items in a single PDF to francine@literacyalliance.org:

- Cover letter
- Resume
- Answers to the following questions; please keep your responses to each question to 300 words or less.
 1. What do you know about/what excites you about The Literacy Alliance's mission?
 2. What experience or qualities do you feel make you a uniquely qualified match for this position?
 3. Describe a time when you were responsible for multiple projects at once. How did you organize the tasks and make sure everything got done?
 4. Describe a time when you saw a problem at work and created a solution for it.



As an equal opportunity employer, The Literacy Alliance encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, or physical ability, and evaluates all candidates on a merit basis.

The Literacy Alliance (TLA) strives to end illiteracy by teaching students through learning centers, literacy programs, and tutoring services that empower individuals to succeed at work, at home, and in the community. Please visit literacyalliance.org to learn more about our organization.