



### **Organizational Duties and Expectations**

- Demonstrate a commitment to the mission of The Literacy Alliance and uphold organizational goals and values; work ethically and with integrity
- Look for ways to improve and promote quality by keeping abreast of local and national news related to literacy
- Participate in board committees, task forces, and events

### **Core Competencies**

- Demonstrate proven results in implementing data management programs
- Prioritize and plan work activities
- Identify and resolve problems in a timely manner
- Look for ways to improve and promote quality
- Adapt to changes in the work environment
- Treat others with respect and consideration, regardless of status or position
- Show respect and sensitivity for cultural differences
- Follow instructions, policies, and procedures
- Exhibit excellent written and verbal communication skills
- Demonstrate the ability to work on multiple projects simultaneously while managing deadlines
- Develop and maintain effective working relationships; build rapport with diverse personalities; be tactful, mature, flexible, and adaptable
- Possess high professional standards with the ability to see the big picture and manage practical details
- Establish and maintain a highly organized workspace

### **Requirements**

- Bachelor's degree, preferably in English, education, or a related field
- 1-2 years of professional experience teaching adults preferred
- Have dependable transportation

### **Other Skills and Abilities**

- Ability to read, analyze, and interpret professional journals, technical procedures, and grant/governmental regulations
- 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, donors, funders, and the general public
- 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**

- Addressing student needs within limited class time
- Meeting needs of learning-disabled adult learners
- Devising learning objectives and lessons that lead to student goals

### **Physical Demands**

- Regular requirement to sit, talk, and listen
- Occasional requirement to lift and/or move up to 25 pounds
- Close vision required

### **Compensation, Benefits and Office Environment**

This position reports to the director of operations but collaborates with and supports 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. Office space and accessories are provided. Other benefits include the following:

- Competitive hourly wage; amount will be shared with qualified applicants when they are invited to interview
- Tech stipend
- Employer-paid dental insurance and vision insurance
- Ability to contribute to an employer-sponsored 403(b) retirement plan with an employer match

To apply, email the following items in a single PDF to [francine@literacyalliance.org](mailto:francine@literacyalliance.org):

- Cover letter
- Resume
- Answers to the following questions; please keep your responses to each question 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 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](http://literacyalliance.org) to learn more about our organization.