

Position: High School Equivalency (HSE) Site Coordinator **Date:** December 9, 2024
Reports To: Director of Operations **Hours:** 20-25 hours per week
FLSA: Non-exempt

Job Summary

This position (20-25 hours per week) is for coordinating and supervising morning and evening classes at Literacy Alliance adult learning centers. In a given day, the site coordinator recruits and provides follow-up and support for students, maintains community linkages, assists the teacher, and collects student data for reports to funders.

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Classroom Management

- Monitor and secure classroom supplies and materials
- Set up and tear down classroom equipment and furnishing as necessary
- Work with team to develop handouts
- Recruit and train volunteers

Student Interaction and Engagement

- Recruit students and tutors
- Provide follow-up and support for students
- Help students establish and achieve goals
- Conduct orientations and complete intake process
- Assist teacher in classroom (i.e. track Distance Learning, tutor as available, etc.)
- Assess students
- Collect data and prepare reports as required for funding
- Enter data on students and volunteers

Community Engagement

- Collect information about social services
- Attend relevant community events
- Maintain community connections
- Advocate and educate the public on the organization's mission

Professional Development

- Attend staff meetings, professional development meetings, conferences, in-service training, and meetings with immediate supervisor
- Keep abreast of local and national news related to adult literacy
- Support the TLA board and staff via participation in ancillary tasks, projects, and other duties as assigned

Core Competencies

- Proven results in implementing volunteer programs
- 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

Requirements

- Bachelor's degree
- At least 3-5 years of relevant professional experience; nonprofit experience preferred

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, students, 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

- Maintaining the resource library materials in order and in stock
- Regular reassessment of one-on-one students
- Serving a variety of internal customers

Physical Demands

- Ability to move from location to location
- Regular requirement to sit, talk, and listen
- Ability to lift over 25 lbs.
- Close vision required

Compensation, Benefits and Office Environment

This position reports to the director of operations but collaborates with all staff members. TLA's office is located in The Summit, 1005 West Rudisill Blvd, Suite 307. Free parking is available in a lot off the street. The Literacy Alliance has 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
- Generous holiday schedule, paid vacation/sick days
- Voluntary life insurance, dental insurance, vision insurance, accidental death and dismemberment insurance
- Tech stipend
- Ability to contribute to an employer-sponsored 403(b) retirement plan

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 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 to learn more about the organization.

