

Position:	Site Coordinator - Project Connect (60%)/HSE Testing Administrator (40%)	Date:	October 29, 2025
Reports To:	Director of Operations	Hours:	40 hours per week-evening and weekend hours expected
FLSA:	Non-exempt		

Job Summary

This position is for coordinating and supervising English language learning (ELL) classes at Literacy Alliance adult learning centers. A TLA Project Connect site coordinator recruits and provides follow-up and support for students, maintains community linkages, manages the classrooms, and collects student data for reports to funders. An HSE testing administrator oversees Pearson VUE tests—maintains a testing calendar, orients and supervises test takers, and resolves testing-related issues.

A successful candidate will be comfortable working both independently and collaboratively within a small, close-knit team, and thrive in a fast-paced environment. The candidate 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

- Regular classroom presence expected
- Monitor and secure classroom supplies and materials
- Act as coordinator between teachers, students, and administrative staff
- Set up and tear down classroom equipment and furnishings as necessary
- Conduct ancillary tasks for classroom efficiency (i.e. track distance learning, make copies, tutor as necessary, etc.)
- Work with team to improve systemization
- Recruit and train volunteers

Student Interaction and Engagement

- Conduct orientations and complete intake process
- Help students establish and achieve goals
- Collect and enter student data, run reports as requested
- Conduct ongoing student assessments and oversee testing process
- Provide follow-up and support for students
- Monitor databases
- Schedule and maintain testing center hours
- Act as testing facilitator for students taking high school equivalency tests

Test Center Administration

- Pass Pearson Vue GED testing certification exam
- Serve as testing administrator for GED tests
- Proctor GED testers

- Maintain consistent testing center hours
- Resolve test-taking issues

Data Management

- Collect and enter student data in InTERS system
- Monitor student data and inform teachers when students need testing or other services
- Update information and resolve data errors

Communication

- Communicate with the site instructor and volunteer tutors
- Communicate with students regarding instruction, attendance, and behavior
- Communicate testing rules and instructions to students
- Communicate any issues to the director of operations

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

- 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
- Bilingual (English/Spanish) 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 are in order and in stock
- Regular reassessment of one-on-one students
- Serving a variety of internal customers
- Mastering detail-oriented databases

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. We have an outcomes-focused, flexible work environment with provided technology.

Office space and accessories are provided. Other benefits include the following:

- Competitive salary; details will be shared with candidates invited to interview.
- Employer-paid dental insurance, vision insurance, group term/ADD, long-term disability
- Eligible for health insurance reimbursement and health savings account
- Ability to contribute to an employer-sponsored 403(b) retirement plan with an employer match

To apply, email the following items to **shubitha@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.
 5. Describe your experience with workforce development and post-secondary credential attainment.

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.