

Words Work Literacy Society (Athabasca & Area)

is accepting applications for a

Program Coordinator

Part Time Position, approximately 16 hrs/week

(The program is closed in July and August)

Commencing September 3, 2019 and reporting to the Program Director, the coordinator is responsible for research, planning and coordination of classroom setting adult foundational and community capacity building learning opportunities. The main areas of responsibility are:

- Plan, develop, coordinate, market and evaluate programs and courses.
- Reference the Advanced Education Guidelines to ensure familiarity with rules of operation.
- Participate in training opportunities as suggested by supervisor.
- Identify community adult learning needs through consultation with members, partners, agencies, learners and research and assist the Program Director with identifying priorities for local adult learning opportunities.
- Meet with the Program Director on a regular basis about all research and planning undertaken in the line of duty.
- Ensure timely preparation and submission of all required forms and reporting documents to the Program Director.
- Develop long and short-range plans in relation to Foundational Learning programs and administrative responsibilities.
- Present information to multiple audiences (Program Director, Board Directors, and community agencies) on a variety of topics related to programming.
- Maintain Foundational Learning resources and files.
- Other related duties as assigned by the Program Director.

Qualifications: Ability to work independently, to be self-motivated and well organized. Computer proficiency in Word, Outlook and Excel is required. Experience and/or training in adult learning/literacy would be an asset, however, necessary training will be provided.

Pay Rate: \$25 - \$28 per hour, based on education and experience.

Application deadline: May 28, 2019 at noon. We will fill this position as soon as a suitable candidate is found.

Please submit applications to:

Donna A. Taylor, Program Director
Words Work Literacy Society
4705 – 49 Avenue, Athabasca, AB T9S 1B7
wwliteracy@gmail.com
780-675-5650