

Literacy Council of Frederick County
110 E. Patrick Street, Frederick, MD 21701

Job Description

Job Title:	Workplace Literacy Program Coordinator	Job Category:	Contract, part-time, hourly
Location:	110 E. Patrick Street, Frederick, MD 21701	Travel Required:	Within Frederick County (ongoing); Washington Metropolitan Region (periodically)
Level/Salary Range:	\$16/hour	Position Type:	Between 5-10 hours/week
Literacy Council Contact:	Laurie Fisher, Executive Director	Date posted:	February 23, 2018
Contact:			
SEND COVER LETTER AND RESUME TO:		BY MAIL:	
ATTENTION: LAURIE FISHER, EXECUTIVE DIRECTOR		Literacy Council of Frederick County	
Subject Line: Workplace Literacy Program		Attn: Laurie Fisher	
BY EMAIL: LAURIEFISHER@FREDERICKLITERACY.ORG		110 E. Patrick Street	
		Frederick, MD 21701	
Job Description			
ROLE AND RESPONSIBILITIES			
<p>Part-time coordinator position responsible for day-to-day coordination for the Literacy Council’s Workplace Literacy Program. Candidate will have the opportunity to contribute to the development and implementation of this new Literacy Council program, building on the experiences and results of the organization’s pilot classes with local restaurants. Coordinator will be under the supervision of the Executive Director.</p> <ul style="list-style-type: none"> • Research best practices in workplace literacy. • Promote workplace program to targeted businesses for 2018 class schedule. • Develop business contracts/memorandum of understanding (MOU) in coordination with Executive Director. • Conduct needs assessment/job task analysis for each identified industry/employer. • Recruit, coordinate and oversee instructor(s), in coordination with Executive Director. • Select curricula and tailor as required to incorporate LCFC’s restaurant curriculum. • Manage and maintain program equipment, classroom materials and documentation. • Work with selected businesses to develop class schedules and recruit students. • Support logistics at job site for instructor, students and employers. • Coordinate with businesses to manage overall class scheduling and logistics. • Develop and manage invoicing procedures for regular invoicing and collection of class fees. • Assist with grant requirements documentation, including attendance, retention, documentation, assessment and reporting. • Coordinate assessment/evaluation process for employees, and collect feedback from employers. • Observe class instruction on a regular basis. 			

- Meet regularly with Executive Director on program.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor’s degree required. Program coordination and supervisory experience required. Experience working with nonprofit organizations preferred. Experience working with targeted businesses (restaurant industry) a plus. Experience working with or teaching English language learners preferred. Excellent communications skills required. Excellent oral and written English communications skills. Ability to work positively and effectively with students from diverse language, cultural, and educational backgrounds. Spanish language proficiency a plus.

SKILLS

Basic computer skills required, including Microsoft (or Google equivalent): Word, PowerPoint, Excel. Must have own transportation and a valid driver’s license. Vehicle insurance must meet minimum requirements.

REFERENCES

Must be able to provide references relevant to recent teaching experience.

Last Updated By:	Laurie Fisher	Date/Time:	February 23, 2018
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