



The Learning Centre Literacy Association - [www.tlcla.org](http://www.tlcla.org)

**Position:** English Programs Coordinator

**Terms:** 37.5 hrs/week; Salary as per the Association's pay scale

**The Organization:** The Association provides literacy/numeracy and educational programs to Edmonton adults for whom mainstream learning and educational opportunities are essentially inaccessible.

**Duties:** Reporting to the Executive Director, the Program Coordinator is a member of a team responsible for the overall management of The Learning Centre Literacy Association.

**Key Attributes:** An ideal candidate will have a demonstrated contemporary understanding of issues related to adult literacy development, especially as they relate to the reading process. S/he will be a strong communicator, both written and oral, as well as possess exceptional leadership skills and the ability to work effectively with volunteers. Additionally, s/he will be committed to the Association's vision and mission.

**Qualifications:** Interested candidates should meet the following requirements: Related Bachelor level degree (minimally) in related field; Adult Education designation is strongly preferred; three years of related experience in a managerial capacity; Demonstrated experience in resource development; Experience working with and managing volunteers; Proven ability to network and build strategic partnerships; Ability to work independently and collaboratively; Competence with Microsoft Office and an ability to learn new databases and information systems.

**Primary Responsibilities:** Assist with development of a recruitment, retention and professional plan for both Association adult instructors and volunteers; Take a strategic overview of all forms of support designed to ensure adult learners achieve success; together with the other Program Coordinators, determine the needs of volunteer tutors for further training and education in literacy and special needs; Supervision, and evaluation of instructors volunteers; Meet, present and network with local community service agencies, organizations and businesses to promote the programs and volunteer opportunities; Assist in presenting adult educational program information and volunteer opportunity information at speaking engagements, workshops and conferences; Maintain detailed program records, statistics and student database and, in cooperation with the management team, complete program evaluations and prepare year-end funder reports.

**Privacy Policy:** The Learning Centre thanks all candidates for their interest, however, only those candidates selected for an interview will be contacted. The Association reserves the right to amend and/or close job advertisements prior to the advertised closing date.

**TO APPLY:** Submit CV/cover letter in confidence and as one document to: [office@tlcla.org](mailto:office@tlcla.org) – Attention Executive Director, by 12 noon June 10, 2022. Note: We thank all applicants for their interest however, only those being considered for an interview will be contacted.