



**LITERACY  
NETWORK**  
OF SOUTH BERKSHIRE

**Education Coordinator**  
**Lee, MA**

The Literacy Network of South Berkshire is seeking a part-time education coordinator for 25 hours/week at our educational nonprofit organization. Our energetic staff and large team of community volunteers provide free, one-on-one tutoring for adults throughout the southern portion of Berkshire County. The Education Coordinator is the primary liaison between the organization and its tutors and students. He or she will recruit, assess, and match volunteer tutor/student pairs, teach introductory lessons, and provide ongoing support and educational instruction to tutors.

The Education Coordinator must have excellent communication skills, be passionate about learning, and be eager to work in a fast-paced, collaborative, and flexible environment. In addition to managing volunteers, the education coordinator will work closely with the executive director to plan and implement training programs and develop new educational initiatives for the organization.

Bachelor's degree or two years of experience in a related field is required. The Education Coordinator must be comfortable working independently and be willing to travel regularly throughout South County for meetings with tutors and students. Experience teaching English for Speakers of Other Languages (ESOL) and knowledge of Spanish is highly desirable. Starting salary: \$23/hr. Please submit resume and cover letter to Executive Director Jennifer Vrabel at [jvrabel@litnetsb.org](mailto:jvrabel@litnetsb.org).