

NOTICE OF VACANCY
September 1, 2022

POSITION: Program Coordinator, Literacy Unlimited

DEPARTMENT: Library

SALARY RANGE: M-5 \$55,246.00 - \$60,995.00 hourly

HOURS: 37.5 hours/week, some evenings and weekends may be required

Position Purpose:

Responsible for the administration and development of the literacy programs of Literacy Unlimited and for implementation of the policies and objectives of the Advisory Board. Frequent contact with volunteers, students and the public require the exercise of tact and diplomacy.

(Literacy Unlimited is an affiliate of Literacy Volunteers of Massachusetts (LVM), the leading provider of free, individualized and confidential tutoring to adults in basic reading and writing, and ESOL in Massachusetts with a statewide network of 12 affiliate programs serving approximately 1,000 adults each year.)

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Identifies and implements revisions to existing activities or new initiatives (e.g., social activities, community learning projects, social media, technology access for learners, etc.) to address the continually changing needs of the community's ESOL and Basic Literacy learners in cooperation with LVM, the Library, and its Boards.
- Prepares and manages the program's budget. Maintains required program funding level including grant writing and grant management and identifies and obtains new funding sources.
- Works with the Library to direct public relations efforts and serves as primary spokesperson for Literacy Unlimited.
- and welcome English learners to Literacy Unlimited and is the primary spokesperson for the Program.
- Provides advice and guidance to tutors and conversation class leaders and develops activities and actions to attract new volunteers and keep the volunteer community engaged and their skills relevant.
- Oversees the management of program records (digital and non-digital) and prepares written reports as required. Manages the acquisition and utilization of tutor resource materials.
- Coordinates all activities of Literacy Unlimited and directs the staff in their work. Hires, trains, supervises, and evaluates staff including the office manager, assistant office manager, tutor trainers, and volunteers.

- Serves as liaison between the program, Framingham Public Library, Literacy Unlimited of Framingham Foundation Inc., the Literacy Unlimited Advisory Board, Literacy Volunteers of Massachusetts and community organizations and agencies.
- Assesses and evaluates community needs and resources and develops new programs within the scope of the program's mission as needed.

Recommended Minimum Qualifications:

Education, Training and Experience:

- Bachelor's Degree. Two years relevant experience with adult education, adult literacy, ESOL, or other non-profit groups or any equivalent combination of education and experience.
- An advanced degree or certificate in Reading, ESOL, or Adult Basic Education or related discipline may substitute for a year of experience.
- Ability to use word processing, email, spreadsheet, and database required.
- Successful candidate will be or will become certified as an LVM ESOL tutor, an ESOL tutor trainer, and as a Best Plus assessment administrator when training becomes available.

Knowledge, Ability and Skill:

Knowledge of:

- Principles of Adult Education, ESOL, or related discipline.
- Microsoft Office Suite and Google Suite.
- Social Media platforms and marketing software such as Constant Contact.

Ability to:

- Exhibit humor, tact, flexibility, and initiative.
- Enthusiastically lead and motivate staff.
- Conduct outreach, marketing, and fundraising campaigns.
- Plan fundraising and other special events.

Skill:

- Excellent verbal and written communication skills required.
- Skills in a foreign language are desirable, particularly in Spanish or Portuguese or any equivalent combination of education and experience.
- Experience writing grants is desirable but not required.
- Serve on and/or chair committees and boards.
- Fundraising, marketing, and outreach.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines, and calculators. Time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to 10 pounds with occasionally a maximum of 30 pounds. Climbing, stooping, kneeling, crouching, crawling, twisting, bending, and squatting. Repetitive movements of the hands.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Library Director

Supervision Given: Up to 3 part time staff

Job Environment:

Work is performed primarily in an office environment with normal office noise and traffic.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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