

<b>Position:</b>	Co-Director
<b>Organization:</b>	Portage County Literacy Council
<b>Avg. hrs. / week:</b>	20-30 hours/week
<b>Schedule:</b>	Mainly daytime; evening hours are required periodically.
<b>Location</b>	Portage County
<b>Work site:</b>	Stevens Point (Nelson Hall) and other public locations in Portage County
<b>Pay range:</b>	\$18-20
<b>Benefits:</b>	Limited PTO and holidays

## Overview

The Portage County Literacy Council (PCLC) is a small nonprofit with part-time staff and approximately 50 learners and 50 volunteers per year. We provide one-on-one tutoring and small group instruction for adults learning reading, writing, and communicating in English. In 2022, we are also launching additional cultural orientation and workforce development activities as part of refugee resettlement that will engage new learners, volunteers, and partners.

PCLC is led by two co-directors. The model emphasizes collaborative leadership and learner accessibility. We are seeking a motivated co-director to work collaboratively with the current director on executing PCLC's mission. This position is responsible for a wide range of activities with a specific emphasis on tutor training, instructional support, and refugee resettlement.

## About the Position

### The co-director will:

- Represent PCLC with potential and current learners, volunteers, and partners. Cultivate and build respect for adult learners in all contexts.
- Provide intake, assessment, and ongoing support for adult learners.
- Cultivate a positive and learner-centered instructional environment.
- Coordinate small group instruction for English Language Learners at 2-3 sites and teach a small group one day a week.
- Oversee one-on-one tutoring program.
  - Organize new tutor trainings 2-3 times per year.
  - Offer 4-6 tutor roundtables per year.
  - Match and support tutors and learners, with emphasis on Adult Basic Education.
  - Assist tutors in developing individualized learner plans and learning to use appropriate curriculum and materials.
- Oversee the refugee resettlement programs.
  - Plan and co-lead cultural orientation sessions with new arrivals.
  - Develop the workforce development program for refugees.
  - Provide intake and support for refugees who want to learn English.
- Prepare board packets and attend board meetings. Secure office and event volunteers.
- Maintain and build partnerships, including acting as PCLC's liaison to Wisconsin Literacy and ProLiteracy.
- Monitor and report on annual goals and strive for excellence.
- Develop and monitor the annual budget with staff and board input. Assist in grantwriting and fundraising, including leading our annual fundraising event, to ensure full funding.
- Manage PCLC office, including workstations, technology, supplies, books, and resources.

Given this position's importance to the success of the PCLC, the first six months of employment are probationary with board review. We don't expect the co-director to start with all the knowledge and experience needed to succeed, but we do expect a willingness to listen, learn, and value our learners.

### **Personal Qualifications**

- **Puts learners first.** Always demonstrates respect for adult learners and people with different cultural and socioeconomic backgrounds
  - Has experience working with adult learners (English language and/or adult basic education teaching or tutoring)
  - Acts with integrity and maintains confidentiality of sensitive information
  - Creates, and mentors tutors in creating, engaging lesson plans that match learner needs and interests
- **Self-motivated & diligent.** Takes the initiative to get things done and find creative solutions
  - Demonstrates strong organizational and time management skills
  - Able to track weekly participation of learners and volunteers and analyze results quarterly and annually
  - Shows accuracy with numbers, data, and paperwork
  - Ability to respond to changing situations with flexibility and creativity
- **Relationship-builder.** Builds and maintains strong relationships with co-director, board of directors, volunteers, and learners
  - Demonstrates strong oral and written communication skills

### **Educational & Technical Qualifications**

- Conversational or bilingual in Spanish or Hmong (preferred)
- Proficiency using Microsoft Office Suite and Google Drive
- Proficiency using databases such as Microsoft Access, Airtable, or similar program
- High School Diploma or equivalent (required); Post-secondary education (preferred)
- Completion of ESL minor or other ESL certification (preferred)

### **Physical Requirements**

- Sitting, standing, walking, stooping, and reaching
- Talking and hearing; use of telephone
- Far vision at 20 feet or further, and near vision at 20 inches or less
- Fingering: keyboarding, writing, filing, sorting, stapling and cutting
- Lifting, carrying: 50 pounds or less

### **About PCLC**

The Portage County Literacy Council (PCLC) is a nonprofit based in Stevens Point that helps people living and working in our community obtain the basic math and English literacy skills they need to achieve economic self-sufficiency and community integration. We believe all adults have a right to literacy. PCLC offers one-on-one tutors and small group instruction at different times and locations throughout the county in order to increase accessibility. We serve adults with different socioeconomic and racial/ethnic backgrounds. We're committed to creating a learning environment that is focused on the learners' goals and advances mutual respect, trust, dignity, and fairness.