



Family
RESOURCE
CENTER
SHEBOYGAN COUNTY

Job Description

Workplace Literacy Coordinator and Instructor

Literacy Council

Reports to: Executive Director

Position: Part-time, exempt employee (20hrs/week)

Position Summary: The Workplace Literacy Coordinator and Instructor will be responsible for coordinating the expansion of the Workplace Literacy (WPL) program, hiring instructors based on need, as well as teaching classes based on capacity of the position. The WPL program includes a similar English Language curriculum established in the one-on-one tutoring program within the Literacy Council umbrella, but focuses on on-site, group classes at local businesses and organizations, and includes content that is specific to the organization, i.e., specific vocabulary, processes, etc. This program is mutually beneficial for employers and employees, and offers the possibility of improved communication, more efficient teams, and better relationships.

Essential Duties and Responsibilities:

- Evaluate and update WPL program plan in partnership with Executive Director.
- Identify potential businesses, contact and share information about WPL.
- Meet with company representatives and community stakeholders to build relationships; articulate benefits of offering the WPL program.
- Acquire businesses, using WPL program plan as a guide.
- Work with Executive Director to support hiring process for instructors.
- Support company representatives and WPL instructors in creating goals that can be reached through the WPL program; support process of evaluating these goals overtime through identified tools.
- Provide instructor support:
 - Act as liaison between company and instructor
 - Connect instructors to identified resources to create/sustain custom curriculum
 - Create an instructor network where they can work together to ensure consistency
 - Work with instructor to collect data; provide data to Literacy Council, as needed
- Teach WPL classes when capacity allows or substitute when needed.

Other Duties and Responsibilities:

- Update and create promotional materials to support Workplace Literacy.
- Work with community partners to strengthen program.
- Represent the Workplace Literacy Council at speaking opportunities/events.
- Other duties as assigned.

Qualifications:*Education and/or experience*

- Associate's degree required, bachelor's degree preferred or equivalent experience in business, education, communication, marketing, education or related field is required.
- Access to reliable and insured vehicle and ability to travel for meetings within Sheboygan County. Must hold a valid WI driver's license and carry full insurance coverage.
- Must submit to a criminal background check, drug test and TB test.

Knowledge, Skills and Abilities

- Strong written and oral communication skills; able to communicate effectively with individuals and groups.
- Ability to work independently and be self-motivated.
- Strong presentation skills/experience.
- Ability to relate to businesses and match program offerings to business needs
- Strong organizational and data management skills.
- Ability to plan, implement, and evaluate programs.
- Ability to establish and achieve program goals and objectives.
- Skills in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Benefits

- Flexible schedule
- 15 days of vacation, prorated first year, available after probationary period
- Holiday pay
- Matching 403(b) up to 3%
- Health Reimbursement Account, employer funded to support medical expenses
- Parental leave

To Apply:

Send cover letter and resume to cfrank@frc-sc.org.