

Primary Focus of Position:

The Program Coordinator is a 10 hour per week salaried position working closely with, and under the direction of the Board of Directors to provide organizational management, to enhance communication throughout the organization and community, to support tutors, schedule workshops, and assist in raising funds. As Literacy Partners of Kewaunee County grows, services expand, and funds become available, the Coordinator's position will require more hours and more responsibility.

Duties and Responsibilities:

1. Communication and Delegation of Responsibility:

- a. Communicate with standing committees to determine and assist with needs including volunteers to complete ongoing projects.
- b. Provide communication between committees to make them more effective.
- c. Recruit volunteers from the community to assist with clerical, Resource Center management, and other services as determined by the Board.

2. Public Relations:

- a. Work with the media to keep communities informed about literacy issues, cultural events, and general organization news.
- b. Co-chair the Recognition Day Planning Committee with Board President.
- c. Assist with preparation of the "Star" newsletter.
- d. Assist with the recruitment of tutors and students.
- e. Provide updates and news to computer expert.

3. Budget:

- a. Provide leadership to the Fund-Raising Committee.
- b. Work with the Budget Committee to prepare an annual budget.
- c. Provide the Treasurer with information required to monitor the budget and prepare financial reports for each board meeting.
- d. Submit expenses with appropriate documentation to the treasurer for approval.

4. Support Tutors:

- a. Assist Student and Tutor Support Committees to determine tutor in-service needs.
- b. Arrange, design, and schedule tutor in-services as determined by the Board of Directors.
- c. Communicate with tutors through e-mails, phone calls, and letters to keep them informed of current information and events.
- d. Recognize tutor achievements by writing and publishing articles in the media.

5. Board Involvement and Responsibilities:

- a. Consult with the Board President on matters of policy, board procedure, and board development.
- b. Provide the Board President with input for board meeting agendas.
- c. Attend and present activity reports at each board meeting.
- d. Serve as *ex-officio* member of board committees.
- e. Prepare and deliver an annual report at the Annual Meeting of the Board of Directors.
- f. Review and revise the student and tutor policy with the Board annually.
- g. Other duties as determined by the Board.

Accountability:**Annual Performance Review:**

- a. The position is accountable to the Kewaunee County Literacy Partners, Inc. Board of Directors.
- b. There will be an ongoing performance review by the President or designated committee.

Geographic Area Served:

Primarily Kewaunee County and occasionally extending beyond county boundaries for specific commitments.

Qualifications:

1. Minimum of a bachelor's degree in education or related field.
2. Experience in instruction of adults preferred.
3. Excellent communication and interpersonal skills.
4. Willing to be certified as a tutor within Board's specified time frame.
5. Competency in basic computer operations (Microsoft Office).
6. Ability to handle multiple tasks with above average organizational skills.
7. Maturity and sensitivity in working with diverse populations.
8. Comfortable in a team environment.
9. Ability to work effectively with volunteers and delegate responsibilities.
10. Ability to work independently.
11. Possess grant writing skills and the ability to write in a clear, concise, and detailed manner.

Requirements:

Possess transportation and vehicle insurance.
Background check will be required before hiring.