



LITERACY VOLUNTEERS

Greater New Haven | Meriden / Wallingford | The Valley

Job Description

Literacy Outreach Coordinator – Part time

Organization Mission: To foster partnerships with adult learners, tutors, and communities to enable individuals and families to achieve educational, career, and quality of life goals. Our vision is a future in which the power of literacy enables all adults to thrive in their communities.

Primary Responsibilities:

To increase awareness of the Literacy Volunteers of Greater New Haven (LV) core programs: ESOL (English for Speakers of Other Languages) and Basic Literacy for native English speakers with low reading skills. This will involve doing outreach, in-person and remotely, into a variety of Wallingford & Meriden community organizations; recruiting students needing literacy services; and adult volunteers to be tutors. The goal is to increase student and tutor enrollment in the Programs.

Position type:

This is a part-time position, 10 hours per week for 35 weeks.

Hourly Rate: \$20/hour **Start Date:** Sept. 1, 2023

Responsibilities Include:

1. Increase awareness of LV programs utilizing a variety of approaches to recruit students and adult volunteers to become tutors.
2. Outreach, in-person and remotely, into a variety of community organizations (libraries, basic needs assistance programs, community centers, health programs, churches, etc.).
3. Interface with organization staff and engage their clients/patrons to inform them about LV programs; register students on site for ESOL and Basic Literacy programs; provide information and referral when necessary.
4. Represent LV at local community events to display LV program materials as well as engage the public and increase community awareness about LV services. Meeting with various groups and speaking about our program (civic groups, other organizations, churches, etc).
5. Assist with the creation of promotional materials about LV programs.
6. Track all students, adult volunteers, and agency contacts engaged at all outreach sites.
7. Attend staff meetings to report progress; seek assistance from Literacy Coordinators when necessary.

REQUIREMENTS:

Bi-lingual abilities preferred. The position requires cultural sensitivity, good communication, excellent organization, and interpersonal skills. Candidates must be able to work independently. Candidate must have some proficiency in Windows/MS Office and other applications. Experience in networking and community engagement preferred.. College degree preferred however related experience will be taken into consideration.

Send cover letter and resume to:

Louis D. Perno, MSW, Executive Director
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