

<b>Position:</b>	Co-Director
<b>Organization:</b>	Portage County Literacy Council
<b>Avg. hrs. / week:</b>	15-18
<b>Schedule:</b>	Mainly day-time; evening and weekend hours may be required on occasion.
<b>Location</b>	Portage County
<b>Work site:</b>	Nelson Hall, public libraries, and other public locations
<b>Pay range:</b>	\$19-21

## Overview

The Portage County Literacy Council is moving from a single executive director to two co-directors. The new model emphasizes collaborative leadership and learner accessibility.

We are seeking a motivated co-director to work collaboratively with the current director on executing the PCLC mission. This position will be responsible for a wide range of activities with a specific emphasis on tutor training and instructional support.

## 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 at 2-3 sites, with option to teach 1 small group per week.
- Oversee one-on-one tutoring program.
  - Organize new tutor trainings 2-3 times per year.
  - Offer 4-6 tutor roundtables per year.
  - Match tutors and learners.
  - Assist tutors in developing individualized learner plans and learning to use appropriate curriculum and materials.
- Manage other volunteers, including office and event volunteers.
- Maintain and build partnerships, including acting as PCLC's liaison to Wisconsin Literacy and ProLiteracy.
- Assist in grantwriting and fundraising, including PCLC's annual fundraising event.
- Monitor and report on annual goals and strive for excellence.

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 preferred)
  - 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
- 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
- Proficiency using databases such as Microsoft Access, Airtable, or similar program
- Knowledge of QuickBooks or similar program (preferred)
- High School Diploma or equivalent (required); Post-secondary education (preferred)
- Completion of ESL minor or other ESL or ABE 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.