



*Changing lives by strengthening literacy statewide*

## **North Central Regional Literacy Consultant**

### **Job Description**

Wisconsin Literacy, Inc. provides support, resources, training, and advocacy to adult literacy programs located throughout Wisconsin.

We work as a small staff of creative and dedicated people who support the organization's core values of lifelong learning, collaboration, integrity, respect and teamwork. Passion for moving people forward through literacy and education is a constant among our team.

The Regional Literacy Consultant (RLC) is a key position and provides guidance, consulting, training, and professional development designed to improve capacity and administration of the 70+-member literacy agencies, as well as potential member agencies in Wisconsin.

The North Central RLC is a new position, starting at approximately 30 hours a month, with potential to increase as literacy services and community partnerships develop within the North Central region. The NC RLC will work closely with Senior RLCs.

### **Responsibilities**

- Support member organizations to build capacity and improve program outcomes
- Guide potential emerging literacy services in Wisconsin by building partnerships and networking with relevant community partners and organizations
- Build the capacity of community-based programs to better prepare adult learners for jobs and post-secondary education and to transition more students to the technical college system's career pathways and workforce opportunities
- Enhance the referral system with the 2 technical college districts, 1 local workforce board, W-2 agencies, regional job center personnel and literacy providers

### **Main Job Activities and Events**

- Conduct 2 site visits annually with each member in the region (currently 4 members)
- Assist Northeast RLC with planning and promotion of one joint Regional Professional Development meeting for members, tech college, and workforce partners in the Northeast and Northcentral regions
- Promote professional development opportunities developed by Senior RLCs
- Consult with members virtually, via Zoom, phone, e-mail for capacity-building
- Attend member events when possible
- Attend the following meetings/events:
  - Wisconsin Literacy Staff Monthly Meeting via Computer Conference
  - WTCS Common Ground Conference (annually)
  - Workforce meetings and conferences as appropriate



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- Wisconsin Literacy Biennial Celebration of Literacy
- Wisconsin Biennial Health Literacy Summit

### **Qualifications**

- Excellent listening, written and oral communication skills, including research and advocacy skills
- strong interpersonal communication skills that foster trust among program directors to share program challenges
- experience with or strong knowledge of community partners in the region
- Comfort with computer technology as a means of communication, learning and information sharing
- Experience with adult literacy, nonprofit management, or related field
- Experience working in a multi-cultural, multi-lingual environment
- Bachelor's degree in education, public administration or related field or equivalent work experience
- Comfortable working with little supervision and making independent decisions
- Ability to manage multiple projects at one time
- Valid Wisconsin driver's license
- Living in the NC area of Wisconsin with familiarity with NC education and workforce organizations

To apply, please send a letter of interest outlining your education and experience as it relates to the job description, a resume, and three professional references by December 6 to:

Michele Erikson, Executive Director  
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