



Job Description

Community Education Outreach Coordinator

Literacy Council

Reports to: Executive Director

Position: 40 hours per week, exempt employee

Proposed starting date: August 31, 2020

Background Information:

The Family Resource Center was established in 1997 as a nonprofit organization to help families in Sheboygan County. The organization focuses on two prevention-based, education programs:

- *Literacy Council*, a program focused on teaching adult learners to improve literacy and communication, both written and verbal.
- *Parents as Teachers*, a home visitation program focused on families with children ages birth through five years old.

Position Summary: The Community Education Outreach Coordinator will be responsible for developing, implementing and coordinating the expansion of the new Community Education Outreach (CEO) program, as well as supporting the current one-on-one tutoring program offered through the Literacy Council. The CEO program offers a similar English Language curriculum established in the one-on-one tutoring program, but focuses on group classes on-site at local businesses. This opportunity is a benefit to the employees, as well as encourages employee retention for businesses. Current funding for the Community Education Outreach Coordinator is supported through a private donation with the goal that by year 4, the program will be self-sustaining through revenue generated through services offered to businesses.

CEO Program Essential Duties and Responsibilities (75%):

- Develop a business plan for the CEO program expansion, and continue to evolve over time
- Identify potential businesses and assess their needs
- Meet with business decision makers to build relationships and articulate the benefits of offering the CEO program on-site at their company
- Acquire businesses into the program based on annual goals developed
- Customize CEO program based on the needs of each business
- Coordinate group sessions located at the business's facility
- Hire/supervise/evaluate teachers as program expands

Individual Tutor Program Essential Duties and Responsibilities (25%):

- Recruit potential tutors
- Coordinate tutor training
- Match student/tutor pairs and evaluate compatibility
- Support tutors through connection to resources

Other Duties and Responsibilities (serves both programs):

- Research, develop and implement data system to track program success
- Create marketing materials
- Approve curricula and identify/purchase updated materials
- Produce and oversee CEO financial reports and performance
- Other duties as assigned

Qualifications:

Education and/or experience

- Bachelor's degree or equivalent experience in business, 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.
- Ability to manage a budget and work within the constraints of that budget.
- 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.

Salary range and benefits:

Employer supported

- \$35,000 - \$40,000 annual salary based on experience and education
- 10 pro-rated paid personal days per year after 6 month probation period

- 9 paid holidays
- Travel reimbursement for work related assignments or use of FRC vehicle
- Training opportunities supporting job related needs
- Employee Assistance Program
- AAA Roadside Assistance

Employee Supported

- 403(b) investment plan
- Vision and dental programs available

To Apply:

Candidates that meet eligibility requirements are asked to send their cover letter and resume to Corriisa Frank, Executive Director of the Family Resource Center, at cfrank@frc-sc.org