



April 9, 2019

Internal/External Job Posting - #CS05-19-01
Literacy Outreach Coordinator (Contract Position)

The Literacy Outreach Coordinator provides leadership in building and enhancing literacy services, programs and networks within the Renfrew Collingwood neighbourhood.

ROLES AND RESPONSIBILITIES

- Promote the importance of literacy and lifelong learning to all residents including adults, seniors, new immigrants and non-English speaking residents while developing capacity in the community and facilitating sustainably-run programs.
- Provide support to existing literacy groups and classes at Collingwood Neighbourhood House and in the community
- Provide strategic direction and develop programs as appropriate
- Provide committee and community development support to the Renfrew-Collingwood Literacy Committee
- Organize and coordinate Committee meetings
- Work with the Literacy Committee, identified Renfrew-Collingwood community literacy partners and other contractors to implement Literacy Plan in Renfrew-Collingwood.
- Attend any scheduled Literacy Outreach Coordinator meetings
- Submit two stories per year on Renfrew-Collingwood literacy activities to the Renfrew-Collingwood Community News
- Provide necessary information and documentation required by Decoda Literacy Solutions including annual Literacy Report.
- Complete the evaluation of the literacy project.

QUALIFICATIONS

- Experience in community development and/or community planning processes
- Knowledge and understanding of literacy and community-based planning processes, and understanding of capacity-building approaches
- Proven ability to work independently, facilitate groups, organize and manage projects
- Experience in leading inclusive community processes
- Experience in community outreach and working with intercultural groups
- Ability to work collaboratively to develop and maintain community partnerships
- Good interpersonal, written and verbal communication skills
- Strong computer, organizational and problem-solving skills
- Knowledge of the Renfrew-Collingwood neighbourhood is an asset
- Second language representative of the Renfrew-Collingwood neighbourhood is an asset

JOB DETAILS

Salary: This is a part-time contract position at four hours (flexible and subject to growth) per week with a starting hourly wage of \$25.72 (subject to improvement).

Schedule: This is a contract position starting May 2019 - March 2020 with possibility of extension based on funding and project needs.

APPLICATION PROCESS

All factors being equal, first priority will be given to internal and local applicants.

SUBMIT YOUR RESUME AND COVER LETTER BY THURSDAY, APRIL 25, 2019 to:

Suzanne Liddle, Director of Community Services
Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, BC, V5R 6C9
Email (preferred): sliddle@cnh.bc.ca or Fax: 604-451-1191

PLEASE QUOTE REFERENCE #CS05-19-01

NO PHONE CALLS PLEASE. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.