

Program Coordinator

Job Description

Job Summary

The Literacy Council of Washington County (LCWC) has a mission to promote literacy in Washington County by providing free individualized basic reading/writing instructions to adults who are semi-literate and illiterate, and conversation skills to non-English speaking adults. We need a Program Coordinator who can help us fulfill this important mission by coordinating the day-to-day operations and programming of the organization with passion and purpose. As the only employee on a part-time basis, the Program Coordinator will be supported by an active board of directors to better ensure success of the position and organization.

Essential Duties and Responsibilities

- Be the “face and voice” of LCWC, representing the organization with passion, positivity and professionalism.
- Actively support tutors, including providing organizational information, assisting with materials and resources, encouraging them, and connecting them to peers.
- Support students, including facilitating evaluations, matching them with tutors, and following up as needed.
- Facilitate the recruitment and training of tutors and other organizational volunteers and outreach to prospective students.
- Coordinate and engage volunteers, including board members, in the work of the LCWC.
- Facilitate maintenance of the LCWC database, website, Facebook page/social media, email lists and shared files.
- Prepare monthly reports of activity as directed by the board of directors.
- Complete an annual report for ProLiteracy to fulfil our requirements as an affiliate.
- Provide organizational information as needed for grants and fundraising opportunities.
- Purchase books and office supplies, as needed.
- Process mail and ensure invoices and receipts are submitted to the Treasurer.
- Facilitate donor and volunteer appreciation.
- Assist in fundraising efforts
- Other duties as assigned.

Desired Qualities

- Positive, friendly, supportive and encouraging
- Knack for identifying people's gifts and empowering them
- Ability to prioritize and manage multiple tasks and deadlines
- Good problem solver
- Not afraid to ask for help or think outside the box
- Some technical abilities, including Zoom, database management, email management, and ability to learn new systems as needed.

Hours of Work

Up to 20 hours per week with a flexible schedule. Includes at least two evening meetings per month and some in-office hours (TBD).

To Apply

To apply, please send your resume and cover letter to hiring@literacyofwcmd.org by 12:00 noon on March 17, 2021.