



Literacy Program Coordinator

Hours: 20 – 30 per week

Application Deadline: March 20, 2024

Anticipated Start Date: April 1, 2024

Compensation: \$22-25 per hour based on qualifications and experience.

JOB DESCRIPTION: The Literacy Society of the North Okanagan is seeking an experienced and dynamic educator/coordinator to manage Literacy Society programs and initiatives. More details about each can be found on our website at www.literacysociety.ca.

PREFERRED QUALIFICATIONS: The Program Coordinator will have experience in education or learning program development, coordination and facilitation.

A criminal record check is mandatory.

WE ARE LOOKING FOR A CANDIDATE WHO:

- Is passionate about the literacy and the learning needs of children and youth
- Has experience in program development, delivery and management
- Is a team leader and comfortable presenting to groups
- Is organized and has excellent communication skills
- Is flexible to changing conditions, schedules, and demands
- Is able to build positive rapport with all participants-community partners, learners, volunteers, parents, teachers, and administrators
- Ensures that required health and safety protocols are implemented and followed by all participants
- Is a good time-manager - retain records, provide reports, manage budgets and schedules effectively
- Has a working knowledge of the local school system
- Has volunteer management skills or related experience
- Has the basic digital skills needed to manage all aspects of the program

Please submit your resume with two recent references and cover letter by March 20, 2024 to: ed@literacysociety.ca . Only those candidates selected for an interview will be contacted.

Thank you!

Literacy Society of the North Okanagan
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www.literacysociety.ca