



NWT Literacy Council

Job Description: Family and Community Literacy Coordinator

Reports To: Executive Director

General Description:

One of the key roles of the NWT Literacy Council is to provide support to build community capacity to deliver and sustain local literacy programs and services. Our services are guided by the principles of community development and local ownership that reflect the literacy needs of the community.

This position focuses on family and Aboriginal literacy development and entails working closely with community groups to identify literacy needs, build local skills, provide relevant resources and tools and provide ongoing support.

Duties and Responsibilities

- Work with other staff to design and develop projects that will support and promote youth and family literacy.
- Design and deliver workshops that will increase the capacity of communities to design, develop, implement and manage their own youth and family literacy programs and projects.
- Design, develop and produce a variety of resources that will support youth and family literacy delivery in the NWT.
- Coordinate and collaborate with other individuals, literacy organizations, non-profit organizations, businesses and government agencies.
- Research new trends and issues in the literacy field.
- Promote activities of the NWT Literacy Council with other groups and organizations, media and the general public.
- Develop and maintain relationships with communities and community members.

- Mentor new staff members.
- Assist the Executive Director to develop proposals and provide project reports as required.
- Provide Executive Director with project updates and discuss issues as they arise.
- Increase the profile of the NWT Literacy Council.
- Advocate on behalf of families in regard to policy, funding and services.

Skills and abilities

- Solid understanding of literacy development issues in the NWT;
- Strong facilitation, consultation and team building skills;
- Excellent written and verbal communication skills;
- Excellent interpersonal skills to deal with individuals and groups with varying interests and backgrounds;
- Experience working in cross-cultural settings;
- Solid understanding of and commitment to participatory community development approaches;
- Strong research skills;
- Ability to develop and maintain a team approach among individuals and groups to achieve common goals;
- Ability to travel, sometimes extensively.

Education and Experience

- A post-secondary degree or diploma in education, community development or social sciences;
- 3 –5 years of experience in literacy or adult education, preferably in the NWT;
- Experience or training that supports the ability to research, write, facilitate and develop resources.
- Experience in working effectively with communities and other groups and individuals.

Accountability

- Provide reports to the Executive Director on program activities, prepare interim and final project reports and develop new funding proposals as required;
- Provide literacy resources that are accessible and used to promote local literacy initiatives;
- Assist communities to develop the knowledge, skills and materials they need to develop and maintain local literacy programs;

- Support local ownership in literacy issues and solutions;
- Collect relevant statistics and data to measure project outcomes;
- Evaluate the strengths and weaknesses of projects and implement appropriate changes.

Environment

- Job requires considerable sensitivity to local community and cultural factors;
- Job requires a high degree of self-initiative to maintain progress and momentum;
- Job requires ability to manage multiple projects;
- Job requires frequent travel to remote communities;
- When not traveling, normal office working conditions in Yellowknife;

Equipment Used

Computers

- Word processing
- Spreadsheets and databases
- Internet Browsing
- E-mail
- Research
- Desktop publishing

Fax Machine

- Sending and receiving faxes

Copier

- Making copies

Scanner

- Making digitalized copies of written materials

Telephone

- Consulting with various individuals