



## Literacy Specialist, Literacy NJ Sussex County

Since 1979, Literacy New Jersey (formerly Literacy Volunteers of New Jersey) has been committed to strengthening New Jersey's workforce, families and communities by ensuring that free, high quality literacy instruction is available to low literate adults in every New Jersey community.

Literacy New Jersey provides free instruction to adults who need help with reading, writing, math and speaking English. Trained volunteer tutors work with adults one-to-one or in small groups to help them improve their language and literacy skills so they can reach their life goals. Our students are at the lowest levels of literacy, including those who seek to learn English as a Second Language, improve their basic reading and writing skills, prepare to obtain their High School Equivalency diplomas, or become U.S. citizens.

We are currently seeking a Literacy Specialist for Literacy NJ - Sussex County. The Literacy Specialist conducts, coordinates and supports program activities of the organization. Responsible for interviewing, assessing and determining the appropriateness of potential learners enrolled in the program within the scope, mission and policies of the organization. Responsible for matching and/or re-matching tutors with learners in one-on-one or small group settings, and for assisting in the identification, recruitment and matching and/or re-matching of volunteers. Literacy Specialists will be expected to oversee tutor-student matches, including all aspects of recruitment, intake and support and will be responsible for maintaining the online database management system. The Literacy Specialist will also be responsible for teaching groups of students. The Literacy Specialist reports to the Program Services Director.

### Qualifications:

- B.A. or equivalent
- Minimum of one year in volunteer supervision and program management. Advanced skills may be substituted for experience on a year for year basis.
- Interest/experience in adult literacy and teaching.
- Computer literacy (Microsoft Office) and ability to learn database management system (LACES).
- Willingness to work flexible hours, including one evening per week.
- Possession of driver's license valid in New Jersey is required as the operation of a vehicle is necessary to perform the essential duties of the position.
- Ability to communicate effectively and clearly both orally and in writing.

- Ability to research and prepare accurate literacy statistical and other reports. Accurately collect and compile data, and maintain records, files, logs, and systems in accordance with program policies and procedures.
- Maintain confidentiality of information.
- Ability to prioritize and organize assigned work, and meet deadlines.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

This is a part-time (15 hours/week), grant-funded position starting October 1, 2023. The salary is \$19,500.

The Literacy Specialist will work primarily on-site in our Newton office, with occasional visits to tutoring sites.

To apply, send your resume and cover letter to Jessica Tomkins at [jtomkins@literacynj.org](mailto:jtomkins@literacynj.org).