

Marion County Literacy Council Program Assistant

The Program Assistant represents Marion County Literacy Council (MCLC) by conducting and coordinating program activities in the adult literacy programs at MCLC including Basic Literacy (ABE), GED, and ESOL. This includes the coordination of the activities of key volunteers such as tutors, tutor support as well as primary contact for clients. The Program Assistant will conduct client intake, diagnostic recording and tutor-pairing . Administrative functions include front-office responsibilities and will be a Girl/Guy Friday (acting as administrative support)to the Executive Director. He/she will be directly responsible for our active database (LACES) which includes all MCLC students, tutors and donor-base. Monthly reports and active contact with tutors is integral to this position. This candidate will act within MCLC policy & procedures, and abide by applicable federal, state and local legislation to accomplish major responsibilities. The coordinator is not expected to authorize expenditures, enter into contracts or modify MCLC policy.

Responsibilities

- Office management including maintenance of database and report development
- Supervise instructional activities, working closely with Executive Director and Curriculum Committee
- Oversee volunteer orientation, training, and recognition in the tutor program
- Participate in event planning, working closely with Fundraising Committee
- Represent MCLC at community events
- Contribute/produce quarterly newsletter
- Other duties as assigned

Preferred Skills/Qualifications

- Ability to communicate bi-literally in at least two languages (Spanish preferred)
- Two-year college degree or equivalent relevant work experience
- Education/literacy-related experience or related non-profit experience
- Supervisory experience preferably in a volunteer environment
- Excellent oral and written communication skills
- Proficient with Word, Excel, Internet , Power Point, Publisher
- Excellent organizational skills and ability to multi-task

Employee Status & Salary

- The Program Assistant is exempt
- The Program Assistant annual salary will be \$18,000-\$23,000

Satisfactory performance will develop into Program Coordinator position.

Send resume to Karen@marionliteracy.org or fax to: 352-351-9527

Karen J. Hill

Executive Director

Marion County Literacy Council

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