



Job Posting

Literacy Outreach Coordinator (LOC) – Part-time (10 hours per week)

Anticipated term: November 2021 – August 2022 with possibility of extension *[During the COVID pandemic, this will be a blended position including regular on-site work and work from home options]*

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkʷəy̍əm (Musqueam) Nations. A multi-service community agency working in East Vancouver, Kiwassa Neighbourhood House seeks an energized literacy enthusiast to strengthen our community's approach to literacy. The Literacy Outreach Coordinator builds and maintains impactful and collaborative partnerships, leads our neighbourhood Literacy Roundtable and coordinates our after-school tutoring program. This role will work alongside Kiwassa staff and partners and will report to Kiwassa's Community Engagement and Learning Coordinator.

Key Responsibilities:

Roundtable Stewardship

- Host 3-4 Literacy Roundtable meetings annually, establishing and moving toward community literacy goals
- Engage in ongoing partnership development to ensure representative participation from literacy stakeholders
- Monitor roundtable goals and support partners to contribute toward their achievement

Fostering Literacy Program

- Coordinate after-school 1-1 literacy tutoring programming for 8-10 elementary school students
- Work with Volunteer Specialist to recruit, train and support 8-10 volunteer tutor leaders
- Actively communicate with volunteer tutors with regards to week-to-week scheduling issues and ongoing training opportunities
- Establish and maintain partnerships with local elementary schools to gather referrals and statistics for participating students

Raise-a-Reader Program

- Engage community partner organization to distribute \$2-5K annually in \$500 grants for literacy based events and initiatives
- Support partners to track and share project outcomes

Administration

- Maintain statistics regarding Literacy engagement across neighbourhood
- Maintain tutor program statistics including volunteer management, student/parent information and school results
- Write annual Literacy Reports for funder including Raise-A-Reader, Fostering Literacy and LOC deliverables

A guidebook for portions of the role can be found [here](#).



Qualifications:

- Alignment with Kiwassa mission, vision, and values including social justice, anti-racism and decolonizing work
- Experience in community settings, building collaborative agency partner relationships
- Excellent planning, facilitation and problem-solving abilities
- Demonstrated experience working with volunteers and developing volunteer capacity
- Community experience with groups with diverse racial and cultural backgrounds and ages
- Understanding of individual and community barriers to social inclusion
- Demonstrate anti-oppressive principles and practice in community development experience
- Excellent verbal and written communication skills
- Fluency in non-English language(s) an asset
- Organized and efficient, takes initiative
- Creative and flexible
- Commitment to ongoing learning and professional development
- Completed Criminal Record Check

Remuneration

This is part time term position with a salary of \$25.00 per hour. Interested applicants are requested to submit a resume **before Friday, October 22nd at noon** to careers@kiwassa.ca , RE: Literacy Outreach Coordinator.

We encourage applications belonging to equity seeking groups.

We thank all applicants for their interest. However, only short-listed applicants will be contacted.