Seeking individual for part-time coordinator position at Literacy Minnesota’s Open Door Learning Center located in Gustavus Adolphus Lutheran Church (1509 NE 27th Ave, Minneapolis, 55418). This benefits-eligible position is 25 hours per week with a core schedule of 3:30 – 9:00 pm Monday through Thursday and once a month Friday daytime hours. The coordinator has primary responsibility for the day to day operations of the center and achievement of short- and long-term goals.

Specific responsibilities of the Learning Center Coordinator include, but are not limited to:

- Manage the learning center: provide phone coverage for center; supervise volunteer tutors; assist in finding substitutes and teach as needed; maintain database and generate reports; order materials; provide data, reports, and other learning center information as requested.
- Connect with community resources to recruit learners for evening classes.
- Support and build upon the strong partnership with our host site.
- Generate monthly reports for students who qualify for MFIP.
- Teach various levels of ESL classes as needed, typically 1-3 times per week.
- Comply with all ABE accountability requirements; complete intake forms, Personal Education Plans and other necessary documents, CASAS or TABE testing for each adult learner, and enter site data into the SID database.
- Place students in on-site classes. Refer learners to other programs when appropriate.
- Assist learners with computers and other on-site technology.
- Maintain up-to-date and accurate records on student and tutor activity.
- Conduct exit interviews with departing tutors; collect ongoing learner and tutor stories, feedback, and successes to share with staff, funders, and the community.
- Provide support, recommendations, or referrals for volunteers on a regular basis.
- Maintain library of resources and work with internally-developed curriculum.
- Participate as member of learning center team, attend team and staff meetings, etc.
- Participate in annual work plan development and implementation.

Qualifications for this position include:

- Bachelor’s Degree in Education or related field and one or more years of experience in program coordination. Equivalent combination of education and experience also accepted. ESL certificate, license or state of MN license preferred.
- Previous experience with Adult Basic Education programming or similar experience strongly preferred.
- Minimum one year of experience teaching, in ESL or basic reading with adults preferred.
- Commitment to social justice and literacy causes.
- Experience working with people of diverse cultures and socio-economic backgrounds.
• Experience coordinating volunteers and/or literacy programming.
• Community organizing or recruitment and outreach experience a plus.
• Excellent oral and written communication skills.
• Excellent organizational skills and strong aptitude for detail-oriented work.
• Computer proficiency, including MS Office programs, internet, email and databases.

**Compensation**: starting pay rate between $19.77-$21.97/hour (commensurate with experience) and a generous benefits package.

**To apply**: Please email cover letter and resume with **LC Coordinator** in the subject line by **Tuesday, February 25** to: hr@literacymn.org.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**