



Learning Center Coordinator

Open Door Learning Center – Northside



Literacy Minnesota is seeking an individual for a part-time **Learning Center Coordinator** position at its Open Door Learning Center – Northside, located in Redeemer Lutheran Church (1800 Glenwood Ave., Minneapolis, 55405). This benefits-eligible position is 25 hours per week with a core schedule of 3:30 – 9:00 p.m. Monday through Thursday, as well as once-a-month Friday daytime hours.

Organizational Background: Literacy Minnesota is a nonprofit organization dedicated to improving literacy throughout our state. Our team provides direct services and strengthens literacy programs in Minnesota and beyond by providing training, national service resources and technical assistance to other organizations.

Position Overview: The **Learning Center Coordinator** is responsible for coordinating all daily activities of the Learning Center. Work environment consists of a typical office environment with auxiliary rooms for classroom activities. Time spent on the computer is approximately 50%. This position reports to the Learning Centers Manager and supervises Learning Center Volunteers.

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

Coordinate learner intake, referral, placement and support - 35%

- Connect with community resources, groups, and media, among other methods, to recruit learners to the center for daytime and evening classes.
- Comply with all ABE accountability requirements; complete intake forms, Personal Education Plans and other necessary documents, and CASAS or TABE testing for each adult learner. Post-test learners using CASAS or TABE.
- Place students in on-site classes. Refer learners to other programs when appropriate.
- Assist in finding substitutes as needed.
- Assist learners with computers and other on-site technology
- Maintain accurate records on student and tutor activity, including collecting student and volunteer hours, collecting volunteer feedback, and encouraging volunteers and teachers to document learner progress/achievements.
- Work with caseworkers and social services to complete necessary paperwork for learners as needed.
- Conduct exit interviews with departing students and volunteers; collect ongoing learner and volunteer stories, feedback and successes to share with Literacy Minnesota staff, funders and the community.
- Help maintain and improve intake, placement, and follow-up procedures to benefit adult learners.

Develop and maintain a system of teacher and volunteer support - 30%

- Work with training coordinator to ensure volunteers receive appropriate training.
- Collect program evaluations from teachers, volunteers and learners yearly. Create other, ongoing opportunities for teacher, volunteer and learner feedback and involvement.
- Provide support, recommendations, or referrals for teachers and volunteers as needed.
- Structure volunteer led classes/programs to effectively utilize volunteer resources in order to help learners meet their goals.
- Maintain library of resources for teachers and tutors.

Manage the Learning Center - 20%

- Provide phone coverage for center.
- Supervise volunteers, interns and/or VISTA AmeriCorps member(s).
- Teach classes when needed.



- Recruit volunteers and learners by networking with community groups and organizations, using print materials and the Internet.
- Maintain accurate, up-to-date records on center activities, teachers and learners and tutor and student pairs, and on-site classes.
- Enter data in SID database and generate reports from database. Input data on a timely basis.
- Order teacher, volunteer and student materials.
- Provide all necessary data, reports, and other Learning Center information to the Literacy Services Program Director as requested.
- Maintain good working relationship with host organization.
- Foster relationships with community partners.

Learning Center Leadership Responsibilities - 10%

- Serve on selected Literacy Minnesota committees and workgroups.
- Provide leadership and act as a resource for other LC Coordinators and Open Door staff.
- Present at selected conferences throughout the year to share expertise in the field.

Other Responsibilities - 5%

- Participate as member of Learning Center team, attend Coordinator meetings, attend staff meetings, etc.

Qualifications for this position include:

Required:

- 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.
- Experience coordinating volunteers and/or literacy programs.

Preferred:

- Minimum one year of experience teaching in ESL or basic reading with adults.
- Excellent oral and written communication skills.
- Experience working with people of diverse cultures and communities.
- Excellent organizational and detail-orientation skills.
- Computer proficiency, including MS Office programs, internet, email and databases.
- Community organizing or recruitment experience a plus.
- Commitment to social justice and literacy causes.
- Leadership experience a plus.
- Valid driver's license.

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 **Learning Center Coordinator** in the subject line to hr@literacymn.org. This position open until filled, with priority given to applications received by **Friday, June 25**.

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.**