



Distance Learning Coordinator – Open Door

Literacy Minnesota is seeking an individual for a part-time **Distance Learning Coordinator** position. This position is 15 hours per week (or 0.375 FTE). The work schedule will be determined by program needs and the availability of the successful candidate.

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 **Distance Learning Coordinator** will help individuals gain or improve their computer literacy, language, and academic skills through supported online learning. This position helps to build and maintain a comprehensive Distance Learning program for adult learners at Literacy Minnesota's Open Door Learning Centers. The position uses a variety of state-approved Distance Learning tools. This position will be responsible for providing guidance and training to students, staff and volunteers on Distance Learning and digital literacy. They will support learning center coordinators and teachers, ensure accurate data collection, administer the computer scholarship program, and maintain accounts on distance learning software. This position reports to the Senior Manager – Educational Technology and Digital Literacy. The work environment consists of a hybrid office/remote typical office environment. Time spent on the computer is approximately 50%.

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

Coordinate/Support Distance Learning at Open Door Learning Centers – 50%

- Recruit learners to participate in Distance Learning
- Train staff and volunteers on Distance Learning platforms; create documentation where necessary
- Register and orient students in Distance Learning
- Monitor student progress on Distance Learning platforms and select learning plans
- Provide feedback to students on their progress in DL platforms
- Coach volunteers on best practices for tutoring online learners
- Support learners working in on-site computer labs
- Seek out opportunities to grow programming and increase student hours and learning gains
- Coordinate the Distance Learning Computer Scholarship program (organize, promote, share)
- Ensure a safe and positive learning environment

Data Management - 30%

- Pull reports from Distance Learning platforms
- Ensure data (including proxy hour data for Open Door students) is tracked in SID and other required places (sign-in sheets, spreadsheets, etc)
- Assist in program evaluation
- Establish systems for accurate data collection and reporting

Meetings and Communications - 20%

- Communicate with teachers and coordinators about distance learners' progress
- Attend monthly staff meetings, Open Door Learning Center monthly meetings, Learning Center retreats, and coordinator meetings as needed
- Stay current with changes in MNABE Distance Learning policy, news, and platform changes, and communicate updates to learning center staff
- Assess technology needs at learning centers and meet regularly with the Technology Administrator to communicate needs and ensure labs run effectively
- Participate in the Distance Learning Workgroup to research potential new Distance Learning platforms for use at Open Door Learning Centers
- Attend all-staff meetings
- Other duties as assigned



Qualifications for this position include:

Required:

- Bachelor's degree in education or related field plus minimum 1 year work experience in an educational and/or nonprofit setting; or equivalent combination of experience and education.
- Proficient in computer use, including MS Office programs
- Familiarity with distance learning platforms
- Experience and/or knowledge of Adult Basic Education
- Strong verbal and written communication skills
- Ability to organize and coordinate challenging and diverse tasks in an efficient manner. Ability to problem solve and multi-task.
- Understand needs, strengths and barriers confronting adult learners who may be low-income, unemployed, and/or refugees/immigrants

Preferred:

- Experience managing volunteers
- Driver's license and reliable transportation strongly preferred
- Ability to work a flexible schedule (both A.M. and P.M. hours)

Compensation: starting pay rate between \$20.37 – 22.63 per hour (commensurate with experience). At 15 hours per week this position is not benefits-eligible, but will accrue Paid Time Off (PTO) and be eligible for paid holidays.

To apply: Please email cover letter and resume with **Open Door DL Coordinator** in the subject line to: hr@literacymn.org. This position open until filled, with priority given to applications received by **Tuesday, November 30**.

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