



Project Coordinator: *Black Literacy Matters* Literacy Minnesota

Literacy Minnesota is seeking an individual for a limited-term, part-time **Project Coordinator** position to support the production of [Black Literacy Matters](#), a new publication of Literacy Minnesota. This position is 8 hours per week (or 0.2 FTE) and has an anticipated end date of June 30, 2021, with the possibility to extend depending on project needs.

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.

Project Overview: *Black Literacy Matters* is a new annual anthology that will create a space for Black voices to be published and heard, celebrate the creativity and diversity of Black culture, and lift up the narratives and lived experiences of Black Minnesotans. In addition to the publication, *Black Literacy Matters* will also be a platform where the Black community can share stories, network, and connect—both digitally and in-person. The anthology will also function as a teaching tool, with accompanying discussion guides and classroom resources for the Adult Basic Education (ABE) community and beyond. The inaugural edition of *Black Literacy Matters* is planned for publication in the spring or summer of 2021, with sneak previews and a special event in February, in honor of Black History Month.

Position Overview: The **Project Coordinator** is responsible for coordinating the *Black Literacy Matters* book production process, supervising a team of 2-3 copyeditor interns, conducting outreach and marketing to anthology participants, coaching authors as they develop and finalize their pieces, coordinating special events related to the publication, and developing two teaching/learning tools: one to support authors in their writing process, and another to supplement the published anthology.

Work environment will be at a home office (ability to work on-site if desired), with meetings and outreach visits as possible/needed. Time spent on the computer in this position is approximately 80%. This position reports to the Associate Director and works in collaboration with Literacy Minnesota's [Journeys](#) staff members.

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

- Conduct outreach and marketing to African American community organizations and individuals across Minnesota (with a focus on the Twin Cities) to promote the *Black Literacy Matters* publication opportunity. Respond to questions about the submission process and guidelines.
- Serve as the point of contact for all inquiries and communications; coach authors on an as-needed basis as they develop and finalize their pieces for submission.
- Develop a 1-2 page resource sheet for authors, to include ideas and tips for story development.
- Adapt existing *Journeys* production materials, such as submission guidelines, style guides and web page, for use with *Black Literacy Matters*.
- Manage a team of 2-3 interns during the book production process. Serve as team lead for weekly check-ins, production process implementation and editing oversight. Communicate with interns and staff about deadlines, tasks and progress.
- Copyediting as needed (interns do the majority of the copyediting).
- Work extensively in InDesign to lay out document, edit and format. Provide InDesign support to intern(s).
- Coordinate a special event (virtual or in-person if allowable due to COVID) in February to celebrate Black History Month, showcase selected *Black Literacy Matters* authors and build awareness about the anthology. Coordinate a special event coinciding with book publication in the spring or summer.
- Develop a curriculum or learning tool for Adult Basic Education teachers to use the *Black Literacy Matters* anthology in their classrooms.
- Weekly work schedule is flexible, with regular meetings at a set, mutually-agreed-upon time.



Qualifications for this position include:

Required:

- One year experience conducting community outreach
- Strong attention to detail; demonstrated ability to meet deadlines and work independently
- Experience leading or collaborating with teams to complete projects
- Experience with Adobe InDesign, as well as email, Microsoft Word and online platforms
- Access to work space and internet at virtual office (internet reimbursement provided)

Preferred:

- Connections or relationships with African American communities
- Previous copyediting experience
- Excellent oral and written communication skills
- Initiative, flexibility, and creativity
- Demonstrated commitment to public service
- Demonstrated skills in the area of intercultural competence
- Education or experience in teaching, tutoring or other literacy work

Compensation: starting pay rate between \$19.77 – 21.97 per hour (commensurate with experience). At 8 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 **Project Coordinator** in the subject line to: hr@literacymn.org. This position open until filled, with priority given to applications received by **Friday, October 16**.

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.**