



Statewide Distance Learning Coordinator

Literacy Minnesota is seeking an individual for a part-time **Statewide Distance Learning Coordinator** position. This position is 10 hours per week (or 0.25 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 **Statewide Distance Learning Coordinator** supports the statewide Technology and Distance Learning team by managing statewide Distance Learning platforms, training stakeholders, and providing timely responses to help desk tickets. This position uses a variety of state-approved Distance Learning tools and other software. The Statewide Distance Learning Coordinator will be responsible for providing guidance and training to ABE staff in Minnesota on distance learning and digital literacy. They will support ABE staff, manage Distance Learning platforms to ensure accurate data collection and learner records and maintain accounts on distance learning software. This position is part of a state-funded grant, and reports to the Senior Manager – Educational Technology and Digital Literacy. The work environment consists of a remote/home office environment. Time spent on the computer is approximately 90%.

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

Coordinate/Support Distance Learning – 50%

- Train staff on Distance Learning platforms virtually (and possibly in-person in the future); create documentation where necessary.
- Register and orient staff in Distance Learning.
- Seek out opportunities to grow distance learning programming and increase student hours and learning gains.
- Answer help desk tickets for statewide Technology and Distance Learning team.
- Facilitate training and orientation for statewide Distance Learning platforms.

Data Management and Software Administration - 30%

- Pull reports from Distance Learning Learning platforms.
- Assist in program evaluation.
- Systems maintenance for statewide Distance Learning platforms including but not limited to setting up teacher accounts, maintaining teacher rosters, etc.

Meetings and Special Projects - 20%

- Attend monthly statewide Technology and Distance Learning team meetings and committee meetings as needed.
- Participate in special projects and committees as determined by grant requirements.
- Stay current with changes in MNABE Distance Learning policy, news, and platform changes, and communicate updates to learning center staff.
- 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:

- Ability to occasionally work a flexible schedule.

Compensation: starting pay rate between \$20.37 – 22.63 per hour (commensurate with experience). At 10 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 **Statewide 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.**