



Learning Center Coordinator

Literacy Minnesota is seeking a Coordinator for our learning center site, Open Door Arlington Hills in St. Paul. This benefits-eligible position is 30 hours per week, with daytime hours Monday through Friday.

Organizational Background: Literacy Minnesota is a nonprofit organization dedicated to sharing the power of learning through education, community building and advocacy. 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: This position is responsible for the development, maintenance and implementation of systems and process related to the daily activities at the Learning Center and associated satellite programs. These areas of responsibility for adult education programming include but are not limited to: outreach and recruitment, intake and testing, retention, class schedules, technology/facilities and program delivery. This person acts as the hub of the learning center campus, ensuring effective communication internally and with the public.

Program Management and Oversight:

- Comply with all ABE accountability requirements; complete intake forms, Personal Education Plans and other necessary documents for each adult learner. Pre- and post-test learners using CASAS, TABE, or other approved tests as needed.
- Create and manage a communications system to relay relevant information to volunteers and students, in collaboration with program staff.
- Ensure volunteers complete all required onboarding processes and training, with support of training coordinator and volunteer placement coordinator.
- Enter student hours and assessment data in SID database.
- Generate timely, accurate reports as requested and maintain complete and accurate records for all course sessions taught.
- Help maintain and improve intake, placement, and follow-up procedures to benefit adult learners.
- Maintain student files, document student achievements, student attendance hours, and new enrollment
- Maintain schedules of classes, volunteers, and staff. Assist with staff and volunteer coverage as needed

Organizational Policies and Procedures:

- Maintain confidentiality of family/participant records and information.
- Ensure that emergency procedures are documented, communicated, and practiced on a regular basis.

Facilities/Asset Management:

- Coordinate repairs and maintenance of technology and facilities with the appropriate department or service provider.
- Organize and order classroom and office supplies and educational materials.
- Coordinate building access and phone coverage.

Collaborative Leadership Practice (Internal & External):

- Attend monthly Learning Center meetings, staff meetings and other meetings as requested.
- Collaborate with teachers to provide high quality navigation service to adult learners.
- Work with caseworkers and social services to complete necessary paperwork for learners as needed.
- Provide administrative support for specified satellite programming.

- Collaborate with staff at other Open Door and Literacy Minnesota locations to ensure efficient and cohesive systems and programming.

Community Ambassadorship: Outreach, Communications & Marketing:

- Communicate on behalf of the Learning Center to staff, volunteers, participants, and community partners using a variety of communication methods.
- Build knowledge of community resources and refer students to appropriate outside resources for non-school related needs.
- Market and raise awareness of learning center programming to attract participants using a variety of methods.
- Attract, screen, orient, and support volunteers.

Educational Innovation, Evaluation and Pedagogical Practice:

- Assess student's language level and gains in learning English by using appropriate CASAS and TABE assessment tools.
- Foster an environment of life-long learning for all participants, volunteers, staff and other members of the Open Door learning community.

Fostering a Practice of Equity, Diversity and Inclusion:

- Support organizational DEI goals by fostering an inclusive environment, and actively participating in and achieving organizational and personal DEI goals.

Required Qualifications:

- One or more years of program coordination or office administration experience.
- Experience working with people from diverse cultures and communities.
- Strong communication skills
- Ability to quickly move between multiple tasks
- Excellent organizational skills
- Proficient with basic email, internet, and word processing programs
- Commitment to Literacy and social causes

Preferred Qualifications:

- Valid driver's license
- Experience teaching ESL or basic reading to adults
- Experience coordinating volunteers and/or literacy programs
- Community organizing, recruitment experience
- Proficient in two or more languages