

NOTICE OF VACANCY
October 16, 2020

- POSITION:** Program Coordinator, Literacy Unlimited, M-5
- DEPARTMENT:** Library
- SALARY RANGE:** \$27.77 - \$35.93 hourly
- HOURS:** 25 hours/week, some evenings and weekends may be required

Position Purpose:

Responsible for the administration and development of the literacy programs of Literacy Unlimited and for implementation of the policies and objectives of the Advisory Board. Frequent contact with volunteers, students and the public requires the exercise of tact and diplomacy.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Coordinates all activities of Literacy Unlimited and directs the staff in its work. Selects, trains, supervises, and evaluates staff, including the Office Manager, Assistant Office Manager and Tutor Trainers.
- Serves as liaison between the program, Framingham Public Library, Literacy Unlimited of Framingham Foundation Inc., the Literacy Unlimited Advisory Board, Literacy Volunteers of Massachusetts and community organizations and agencies.
- Prepares and manages the program's budget. Develops program funding sources, including grant writing and grant management.
- Maintains program records, computerized and non-computerized, and prepares written reports as required. Oversees the acquisition and utilization of resource materials.
- Directs public relations efforts and serves as primary spokesperson for Literacy Unlimited.
- Assesses and evaluates community needs and resources and develops new programs within the scope of the program's mission as needed.

Supervision:

Supervision Received: Works under the direction of the Director of Libraries.

Recommended Minimum Qualifications:

Education, Training and Experience:

- Bachelor's Degree. Two years relevant experience with adult education, adult literacy, ESOL, or other non-profit groups or any equivalent combination of education and experience.
- An advanced degree or certificate in Reading, ESOL, or Adult Basic Education or related discipline may substitute for a year of experience, Ability to use word processing, email, spreadsheet, and database required.

- Excellent oral and written English skills are required. Conversational skills in a foreign language are desirable, particularly in Spanish or Portuguese or any equivalent combination of education and experience.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines, and calculators. Time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to 10 pounds with occasionally a maximum of 30 pounds. Climbing, stooping, kneeling, crouching, crawling, twisting, bending, and squatting. Repetitive movements of the hands.

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