**Learning Center Coordinator**

Minnesota Literacy Council

Seeking individual for part-time coordinator position at Minnesota Literacy Council’s learning center located in northeast Minneapolis (724 Lowry Ave NE, 55418). This benefits-eligible position is 25 hours per week, with a core schedule of 9:00 am – 3:00 pm Monday through Thursday and occasional Friday hours. The coordinator has primary responsibility for the day to day operations of the center and achievement of short- and long-term goals.

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

* Manage the learning center: provide phone coverage for center; supervise volunteer tutors; assist in finding substitutes and teach as needed; maintain database and generate reports; order materials; provide data, reports, and other learning center information as requested.
* Connect with community resources to recruit learners for daytime and evening classes.
* Teach various levels of ESL classes as needed, typically 1-3 times per week.
* Comply with all ABE accountability requirements; complete intake forms, Personal Education Plans and other necessary documents, CASAS or TABE testing for each adult learner, and enter site data into the MABE database.
* Place students in on-site classes. Refer learners to other programs when appropriate.
* Assist learners with computers and other on-site technology.
* Maintain up-to-date and accurate records on student and tutor activity.
* Conduct exit interviews with departing students and tutors; collect ongoing learner and tutor stories, feedback, and successes to share with staff, funders, and the community.
* Provide support, recommendations, or referrals for volunteers on a regular basis.
* Maintain library of resources and work with internally-developed curriculum.
* Participate as member of learning center team, attend coordinator meetings, attend staff meetings, etc.

Qualifications for this position include:

* Bachelor's Degree in Education or related field and one or more years of experience in program coordination. ESL certificate, license or state of MN license preferred.
* Previous experience with Adult Basic Education programming or similar experience strongly preferred.
* Minimum one year of experience teaching, in ESL or basic reading with adults preferred.
* Experience coordinating volunteers and/or literacy programming.
* Experience working with people of diverse cultures and communities.
* Community organizing or recruitment and outreach experience a plus.
* Excellent oral and written communication skills.
* Excellent organizational skills and strong aptitude for detail-oriented work.
* Computer proficiency, including MS Office programs, internet, email and databases.
* Commitment to literacy and social causes.

To apply, please submit cover letter and resume by **Monday, January 5** to: [hr@mnliteracy.org](mailto:hr@mnliteracy.org) *(please specify* ***LC Coordinator*** *in subject line)*

*The Minnesota Literacy Council is an affirmative action /equal opportunity employer.*