



734 Lake Avenue, Racine, WI 53403

Position: Executive Director

The Racine Literacy Council a small nonprofit organization is hiring a full-time Executive Director this position leads and manages all perspectives of the Racine Literacy Council. This position encompasses everything from personnel, finance, educational programs, volunteers, fundraising, grant writing, community outreach, marketing, programs, and information technology to facilities. The Executive Director is responsible for implementation of policy and organizational objectives as set by the Board of Directors.

If interested please contact Patricia O'Connell at rlcpersonnel734@gmail.com

Applicants must provide the following by close of business April 20th to be considered;

- Cover Letter
- Resume (two-page maximum)
- Three references, separate page
- One page personal writing sample, subject "Why adult literacy is important to me."

Required Experience:

- Bachelor degree or higher in nonprofit management, education, social work, business, or other applicable field.
- Grant writing experience
- Financial and Accounting knowledge.
- Effective interpersonal communication skills, including written, verbal and social.
- Organization planning
- Comfortable working with people of diverse backgrounds.

Position Type: Full-time (40 hours, some evening and weekend hours required) with flexible daily office hours to meet the needs of the program. Compensation and benefits commensurate with education and experience.

Position: Adult Basic Education Coordinator

The Racine Literacy Council a small nonprofit organization is hiring a part-time Adult Basic Education Coordinator. This position leads and manages all perspectives of the Racine Literacy Council. This position encompasses everything from personnel, finance, educational programs, volunteers, fundraising, grant writing, community outreach, marketing, programs, and information technology to facilities. The Executive Director is responsible for implementation of policy and organizational objectives as set by the Board of Directors.

Required Education and/or Experience

- Bachelors' degree in education or human services or an Associate degree with experience in adult basic education.
- Experience working with social, academic and culturally diverse populations.
- Excellent verbal and written communications skills.
- Experience working with volunteers preferred.
- Bi-lingual a plus

Some evenings and weekends required

If interested please contact Kay Gregor at email rlcpersonnel734@gmail.com

Applicants must provide the following by April 15th to be considered;

- Cover Letter
- Resume (two-page maximum)
- Three references