

**“To Empower adult Learners with the English language, one word at a time.”**

**Literacy Council Executive Director**

**Job Description**

The Literacy Council of Green County is moving into the future in need of an Executive Director

We are seeking a motivated and time flexible person to work collaboratively with the Board of Directors to carry out the mission of the Literacy Council of Green County Ltd. This position will be responsible for a wide range of activities in support of general agency operations and annual events.

Responsibilities:

* Represent LCGC with potential and current learners, volunteers and community partners
* Cultivate a confidential, positive and learner centered instructional environment
* Oversee one-on-one tutoring program
  + Screen potential tutors
  + Organize tutor trainings
  + Offer 3 tutor in-services per year
  + Intake and assess new Learners
  + Match tutors and leaners
* Assist tutors in developing individualized engaging lesson plans and how to use appropriate curriculum and materials matching learner needs and interests
* Provide on-going support to matches
* Coordinate small group instruction as needed, with the option to fill in for active Tutors as needed
* Prepare reports and annual statistics of volunteer hours
* Order and organize learning materials for learners and tutors
* Flexibility in hours is a must
* Organize Annual Meeting
* Attend Board of Director meetings
* Maintain current list of tutors, learners, board of directors, supporters and businesses
* Grant writing
* Create Fundraising appeal letter to be mailed the 3rd week of November
* Perform public relation duties: attend and speak at service clubs; prepare press releases
* Update and maintain digital media: website and Facebook
* Develop fundraising events, monitor progress, develop strategies to encourage new and increased contributions
  + Secure silent auction donations for Scrabble Fundraiser

**Personal Qualifications**

* **Puts learners first**
* Demonstrate respect for adult learners and people with different cultural and socioeconomic backgrounds.
* Have experience working with adults learners ( English language and/or adult basic education teaching or tutoring preferred)
* Act with integrity and maintain confidentiality of sensitive information
* **Self-motivated and diligent**
  + Take the initiative to get things done and find creative solutions
* Demonstrate strong organizational and time management skills
* Show accuracy with numbers, data and paperwork
* Ability to respond to changing situations with flexibility and creativity
* Demonstrate strong oral, written and listening communication skills
* **Relationship-builder**
* Build and maintain relationships with board of directors, volunteers, learners and community partners

**Educational and Technical Qualifications**

* High School diploma or equivalent (required)
* Conversational or bilingual in Spanish a big plus
* Proficient with Microsoft applications and databases
* TESOL certification a plus
* Experience working with adult literacy, non-profit management, or related field
* Completion of ESL minor or other ESL/ELL or ABE certification a plus

The Literacy Council of Green County Ltd is a nonprofit based in Monroe, WI, serving all of Green County. The council helps adults living and working in our communities obtain basic English and math literacy skills needed to achieve economic self-sufficiency and community integration. We believe all adults have a right to literacy. The council offers one-on-one tutoring and small group instruction at different times and locations throughout the county in order to increase accessibility. We serve adults with different socioeconomic and racial/ethnic backgrounds in confidence. We are committed to creating and fostering a learning environment that is focused on the learners’ goals and advances mutual respect, trust, dignity and fairness.

Given this position’s importance to the success of the Literacy Council of Green County Ltd, the first six months of employment are probationary with board review. We don’t expect the director to start with all the knowledge and experience needed to succeed, but we do expect a willingness to listen, learn and value our learners and tutors.

This position is salaried at 45-50 flexible hours per month.

To apply by email; send a letter of interest outlining your education and experience as it relates to the job description, a resume and three professional references to:

Cara Carper

Literacy Council of Green County Ltd

925 16th Avenue

Monroe, WI 53566

Email: [cara.gcdc@tds.net](mailto:cara.gcdc@tds.net)

To ensure full consideration, please submit your application by April 30.