



**Title: Program Associate — VOCAL AmeriCorps volunteer**

**About Literacy Works:**

Literacy Works believes that literacy is a human right, and that we advance justice when we give people the tools they need to fully participate in society and navigate their everyday lives. Our work centers on eliminating literacy-related barriers for individuals and families in Chicago.

Literacy Works nourishes adult literacy programs in Chicago by training hundreds of volunteer tutors every year. These tutors go on to help adult students throughout the city improve their reading, math, and English language skills; earn high school equivalency (GED); access better job opportunities, and achieve greater self-sufficiency. We recruit and refer new volunteers, as well as operate a personalized hotline which adult learners can call to find free adult learning programs in their neighborhood. At the community level, we help organizations in workforce, health, legal, government and other sectors to adjust their paperwork, processes and services in recognition of the diverse literacy needs in the community. Through our efforts we are building a world where individuals of all literacy levels have equal access to the information they need to make decisions for themselves and their families.

**About the Position:**

Literacy Works' Program Associate will support the Community Literacy arm of Literacy Works which provides professional development to tutors and teachers, and recruits and refers tutors and adult students. In this position, the Program Associate will gain a big-picture understanding of adult literacy in Chicago. They will gain experience with program management as well as community outreach.

**Responsibilities:**

- ◆ Coordinate scheduling and logistics for trainings, meetings, and events
- ◆ Manage databases and materials, including training/meeting registrations; membership information; and promotional materials
- ◆ Provide referral information to volunteers and membership staff
- ◆ Develop flyers and Constant Contact messages to publicize training sessions and other events
- ◆ Maintain website
- ◆ Address inquiries from community members and staff from member organizations regarding Literacy Works' services
- ◆ Build and execute social media strategy (i.e. Facebook, Twitter, Instagram, etc.)
- ◆ Work as a team with Literacy Works staff and interns to ensure smooth implementation of programs
- ◆ Other duties as assigned

**Qualifications:**

- ◆ Associate's degree (bachelor's degree preferred, but not required)
- ◆ Strong computer skills, including Excel and Word. Knowledge of Google Apps (spreadsheets, docs, forms), highly desired; knowledge of WordPress and Constant Contact a plus.
- ◆ Experience working with diverse populations
- ◆ Ability to work independently and think creatively
- ◆ Excellent communication skills, including writing
- ◆ Excellent attention to detail
- ◆ Teaching or tutoring experience a plus, but not required

**Position Details:**

This is a VOCAL AmeriCorps volunteer position. The selected candidate will not earn a traditional salary, but rather a small stipend to cover living expenses. To learn more about the VOCAL AmeriCorps program, visit [http://lvillinois.org/vocal\\_ameriCorps.aspx](http://lvillinois.org/vocal_ameriCorps.aspx).

Category: Full-Time AmeriCorps Member - 1700 hours

Term: 1 year, from Sept. 1, 2019 to Aug. 31, 2020

Hours: 40 hours a week, 9:00am to 5:00pm, Monday to Friday, with occasional evening and weekend hours

Compensation: \$1,166 monthly living expenses stipend (for a total \$13,992 yearly)

Benefits:

- ◆ Bi-weekly living allowance based on \$13,992 a year
- ◆ Health insurance and (income-based) child care
- ◆ Student Loan Deferral through CNCS for the duration of the service year
- ◆ Initial, in-service and on-the-job training
- ◆ Post service educational award of \$6,095

**How to Apply:**

Before applying, please confirm your ability to complete the full year AmeriCorps service term and to financially support yourself during that time, as the \$13,992 stipend is minimal. Learn more about AmeriCorps here: [http://lvillinois.org/vocal\\_ameriCorps.aspx](http://lvillinois.org/vocal_ameriCorps.aspx).

To apply for the Program Associate position at Literacy Works, submit a cover letter and resume to [becky@litworks.org](mailto:becky@litworks.org) no later than August 1, 2019. Literacy Works is an equal opportunity employer.