

VISTA JOB DESCRIPTION #1

1-2 openings

Position Title: Outreach/Support Specialist
Reports to: Workplace Literacy Coordinator

JOB SUMMARY Works with Workplace Literacy Coordinator, employers, teaching teams, and adult learners to collect, analyze, and report data. Works with the teaching team, lead teacher, and adult learners to develop and deliver work-related literacy instruction; facilitate and document learner growth

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Collects, records, and maintains data from employers and adult learners.
2. Conducts follow up surveys with employers and adult learners.
3. Analyzes data and assists in preparing reports
4. Assists with volunteer recruitment and follow up, including post-survey following courses.
5. Assists with curriculum development.
6. Prepares and deliver effective teaching segments.
7. Assists adult learners in ways determined by lead teacher.
8. Collects documentation on learner growth.
9. Completes all training requirements.
10. Performs all other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

1. Ability to negotiate with and work within diverse corporate cultures
2. Ability to establish and maintain effective working relationships with staff, participants, and employers
3. Ability to work effectively as a team member
4. Ability to organize data collection and data
5. Ability to analytically interpret data
6. Ability to communicate effectively through written and spoken English

PHILOSOPHY Share the philosophy that all adults can learn; instruction must be relevant and useful; each adult learner is unique; and adult learners are equal partners in the learning process.

QUALIFICATIONS

Required: High School Diploma; Present professional image to the working community

Desired: Experience working with adult learners; Experience in dealing with management; Experience with data management and analyses; Fluent speaker of Spanish or other foreign language

CLOSING DATE: November 21, 2003

APPLICATION: Send a cover letter (highlighting your skills and abilities), resume, and 3 references to Literacy Action Center, 3595 S Main Street, Salt Lake City, UT 84115.

INQUIRIES: For more information, see www.LiteracyActionCenter.org or call 801/265-9081