

VISTA JOB DESCRIPTION #2

2-4 openings

Position Title: Outreach/Education 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 Workplace Literacy Coordinator, employers, teaching team, and adult learners to develop and deliver work-related literacy instruction, coordinate the teaching team, and 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. Analyzes workplace needs.
6. Assists in developing curriculum.
7. Develops written instructional plans, including written reflective evaluation.
8. Guides and develop teaching team.
9. Assesses and document learner growth.
10. Teaches effective lessons.
11. Completes all training requirements.
12. 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 organize data collection and data
4. Ability to analytically interpret data
5. Ability to communicate effectively through written and spoken English
6. Knowledge and experience of professional practices, procedures and techniques of adult education.
7. Ability to develop curricula for (both native speaking and non-native speaking) adult learners.
8. Skill in planning and coordinating the work of others.
9. Ability to work effectively as a team leader.

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

QUALIFICATIONS

Required: Some college (preference will be given to applicants with additional education and experience); Present professional image to the working community

Desired: Degree in education or related field; At least 3-5 years of successful teaching experiences with adults; Experience with work-related literacy programs or adult learners; Experience working with managers; 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

*Updated 11/8/03