



L'alphabétisation,
Une leçon pour la vie.

Literacy:
Learning for Life.

Job offer

Title: Community Literacy Worker

Term: 4 months, part-time

Location: South-West, Montreal

Start Date: February 10, 2020

Application Deadline: January 28, 2020

Founded in 1899, Frontier College is a national, non-profit literacy organization that partners with a variety of community-based organizations to deliver volunteer-run programs across Canada. We work with children, teens, adults and families to improve their literacy skills and increase their opportunities.

In Montreal, Frontier College offers a wide range of programs that support adults (one-on-one and small group tutoring in GED preparation, Literacy and Basic Skills, French and English language classes and Computer Skills) as well as programs for children and youth (Homework Clubs, Parent Workshops, Reading Circles and book donations). This project aims to reinforce and support the regular activities as well as propose additional programs, workshops and/or special activities in order to meet the literacy needs of the neighborhoods in question. The literacy worker will set up these programs with the guidance and collaboration of the English Programming Community Coordinator.

We are currently seeking a highly motivated, resourceful and creative individual with solid organizational, management and communication skills as well as experience working with children. The candidate must also be at least 18 years old.

Overall Accountability

The Community Literacy Worker is a salaried member of the Montreal Team. He or she works directly with the community partners and report to the English Programming Community Coordinator.

Major Duties and Responsibilities

- Collaborate with Community Coordinator and partner organizations in Little Burgundy, Pointe Saint-Charles, Saint-Henri and Côte Saint-Paul to develop and offer community-based parent and family literacy activities
- Conduct needs assessments with current and potential community partners in the area
- Plan and participate in outreach to parents and children, in collaboration with community partners, to ensure promotion of activities and programming
- Organize and lead workshops and activities (ie: reading circles, homework clubs, etc.) for the community
- Assist with reporting and impact assessment using Frontier College's tools
- Complete administrative tasks and support the Montreal team during community events as needed

Skills and Attributes

- Knowledge and/or interest of literacy and community development in child- or family-centered setting
- Skills in non-formal education, outreach and facilitation
- Capacity to motivate community members to participate in literacy activities
- Comfortable speaking to groups of varying sizes and with diverse populations
- Positive, resourceful and tolerant of ambiguity
- Able to think critically and solve problems
- Organized, able to manage time and multi-task
- Work well independently and take initiative, as well as be of a team
- Excellent spoken and written communication in English; French is an asset
- Computer skills (MS Suite, Dropbox, Google Drive and internet)

Conditions

- 16 weeks, from February 10 to May 31, 2020
- Flexible timetable – 10 to 15 hours a week
- Must be available some evenings and weekends
- Hourly rate - \$20 / hour

Please send your CV accompanied by a cover letter by email to:

Kseniya Smaryanakis, Community Coordinator, ksmaryanakis@collegefrontiere.ca

For more information about Frontier College, please visit www.frontiercollege.ca

Frontier College is an equal opportunity employer and is committed to diversity in the workplace.

We thank all applicants; however only those selected for an interview will be contacted.

