



Position Summary

The Literacy Assistant will coordinate and facilitate the work of service providers and organizations in order to provide support for family literacy in the region.

Duties

Providing Direct Assistance to Family Literacy providing organizations and families

- Liaise with community organizations and service providers in support of family literacy
- Developing appropriate family literacy information materials as required.
- Working with agencies to promote family literacy
- Promoting Family Literacy in the region
- Work with family centres throughout the region to education them on the role of family literacy
- Develop contests and promotions region wide to promote family literacy

Project and Event Management

- Coordinating and facilitating Family Literacy training events
- Organizing community Literacy Events

It is noted that the duties and responsibilities outlined above are representative but not all-inclusive.

Knowledge, Skills and Abilities

Candidates should be able to demonstrate:

- Current knowledge of Literacy and in particular, Family Literacy;
- The ability to establish relationships with other service providers;
- An understanding of cultural differences;
- Effective interpersonal and communication skills;
- The ability to take initiative;
- Diplomacy required to interact with families, community groups, government officials, and service providers;
- Proficient in Microsoft Word, Excel, and PowerPoint.

Candidates require:

- Candidate must possess a valid driver's license; travel will be required.
- This position requires the candidate to have flexible scheduling to allow for daytime, evening and weekend work.

Education and Experience

- Two years of post-secondary education from a recognized institution - preferably in the social science or administration fields.
- The candidate should possess a minimum of two years' experience working with adults; experience in family literacy would be an asset.