



## **Job Call – Adult Learning Coordinator Full Time Permanent Position**

Action Read is a community-based non-profit organization with over 30 years' experience delivering literacy, numeracy and Essential Skills programs to adults and families in Guelph, ON. Our free and accessible learner-centred programs are part of Employment Ontario, and follow the Ontario Adult Literacy Curriculum Framework. We are looking for a compassionate, creative and experienced adult educator who is driven to help others achieve success.

### **Responsibilities:**

- Facilitate small learning groups and workshops on the GED, numeracy, literacy, financial literacy and digital learning
- Plan existing and new learning groups and initiatives based on community needs and trends
- Locate or develop supplemental materials to address individual needs and learning styles in order to support learner success & preparation for the GED test, as well as for milestones/culminating tasks
- Refer and assess new learners
- Develop Learner Plans and conduct ongoing assessment for existing learners
- Perform administration and documentation of learner intakes, goals, accommodations and progress
- Liaise with community agencies to promote Action Read's programs, and to support learner goals
- Recruit, train and support volunteers to assist with groups, as appropriate
- Support and participate in special events
- Attend relevant training and networking opportunities

### **Qualifications:**

- Bachelor's degree or post-secondary certificate in education, adult literacy, or related field
- Minimum three years of teaching experience in education, adult education or at a postsecondary level
- Excellent communication, interpersonal and problem solving skills. Flexible and compassionate.
- Capable of delivering a variety of learning success strategies, in a variety of subjects (e.g. math, English, basic computers)
- Demonstrated ability to work with adults of diverse and often disadvantaged backgrounds
- Enjoy working with others in a social, diverse and community-based organizational environment

**Terms:** Action Read aims to attract and retain a well-qualified individual who is passionate about contributing to our adult basic education mission. Through our integrated approach to compensation; health and wellness benefits; as well as a supportive work environment, we provide a compelling foundation for employees to make a meaningful contribution to the lives of others.

This is a permanent position at 35 hours per week. Hours are Monday 1-9 pm, and Tuesday to Friday 9:30-4:30. Competitive salary range and benefits. Start date is August 27<sup>th</sup>, 2018.

**To apply:** Please send a cover letter and resume to the Action Read Hiring Committee at 8 Cork St. East, Guelph, ON N1H 2W8, or email [action1@on.aibn.com](mailto:action1@on.aibn.com) and indicate “**Adult Learning Coordinator**” in the subject line. **Apply by Monday August 13th, 2018 at noon.**

*Action Read is an equal opportunity employer.*

*We sincerely thank all those who apply, but only those chosen for an interview will be contacted.*