



Community Partnership Coordinator

Status: AmeriCorps VISTA (full-time)

Location: 505 W. Thomason Circle, Opelika, AL 36801

SUMMARY

The Lee County LITERACY COALITION (LCLC) provides free one-to-one tutoring for adult learners in reading, math, writing and GED preparation as well as literacy workshops. With a continuation AmeriCorps grant award, LCLC will onboard VISTA members to contribute to the goals of building organizational capacity. Project activities include increasing partnerships, seeking learning spaces to host workshops, engaging learners and volunteer recruitment.

VISTA members will aid in expanding outreach and engagement, increase program impact, and volunteer recruitment. Individuals should be a self-starter, who are compassionate, willing to encourage others, share positivity and make new, fulfilling connections.

RESPONSIBILITIES

Engage Community Organizations and Other Groups

- Identify community organizations to survey program effectiveness.
- Research community activities in the targeted areas. Inquire and make appropriate arrangements to attend.
- Become aware of active community initiatives for opportunities to partner.

Increase Program Awareness with Outreach Activities

- Coordinate with the Marketing/Recruitment and Learner Engagement Coordinators to establish an outreach plan.
- Maintain a calendar of program dates and outreach events.
- Other activities as assigned.

Participate in Team Building and Brainstorming Sessions with Sponsor Staff.

- Attend Weekly Meetings in person or virtually.
- Establish a Work Plan and submit reports with activity updates to the project director monthly to include events and outreach demographics.
- Visit established outreach sites bi-weekly or as determined.
- Collaborate with sponsor staff to create e-documents and maintain as appropriate.

QUALIFICATIONS

Proficient in Microsoft Office 365 with some experience with social media platforms. Must be able to follow instructions, communicate clearly, and use personal initiative. Must have good people skills with collaborative spirit. High school diploma with equivalent combination of education and experience will be accepted.

WORK ENVIRONMENT

- Be a team-player and support co-workers.
- Business casual attire appropriate for an office environment.

EEO POLICY STATEMENT

Lee County LITERACY COALITION provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.