



## Literacy Central Vancouver Island

Nanaimo Literacy Association, doing business as Literacy Central Vancouver Island (LCVI), was incorporated in March 1990 as a community-based non-profit, registered charity. For 32 years LCVI has been offering literacy programs in the Central Vancouver Island region. Our adult and family programs are the cornerstone of our literacy work. Through our literacy programs, we assist with reading, writing, math, and computers and our programs extend to offsite locations throughout Parksville, Nanoose, Nanaimo Corrections Centre, and Snuneymuxw and Snaw-naw-as First Nations. We are currently looking for a new member to join our team that has a passion for literacy and community outreach for our Indigenous Literacy Program.

### Indigenous Literacy Program Coordinator

**Job Type:** Contract Position, 25 hours a week.

**Wage:** \$25.00/hour

**Details:**

- Outreach and providing literacy resources (one to one tutoring, group sessions) with learners at Snuneymuxw, Snaw Naw As, and Stz'uminus
- Outreach and providing literacy resources for First Nations, Metis, and Inuit learners who are served off-reserve (one to one tutoring, group sessions)
- Assist in assessing learners and facilitate the preparation of learning plans with tutors
- Assist with Match/Support of our tutor program
- Identify literacy gaps and needs in communities
- Work collaboratively with the Executive Director to respond to emerging needs
- Comfortable with learning and or creating digital media including YouTube, Podcast software, Canva.

**Qualifications & Experience:**

- Ability to work collaboratively with culturally-diverse communities, volunteers, co-workers and community partners
- Comfortable with on-line learning formats
- Teaching experience and ability to do learning assessments
- University degree or equivalent combination of experience and education in a relevant field (i.e. Education, Community development, Social work)
- Proven ability with community outreach
- Comprehensive understanding of literacy issues for youth, adults and families
- Cultural Competency knowledge
- Strong knowledge of diversity and equity
- Strong organization skills, report writing, and computer skills
- Valid BC drivers license is required
- Criminal record check with vulnerable sector will be required

**Must have knowledge and experience working with Snuneymuxw, Snaw Naw As, and Stz'uminus.**

**How to apply:** Please send cover letter and resume to:

Literacy Central Vancouver Island

[apply@lcvl.ca](mailto:apply@lcvl.ca)

19 Commercial Street

Nanaimo, BC

**\*\*NO PHONE CALLS PLEASE\*\***

**Closing Date: September 16<sup>th</sup> 2022**

**We thank all applicants for their interest; however, only shortlisted candidates will be invited for an interview.**