



Literacy Coordinator & Digital Literacy Instructor

The Agency

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime and the individuals involved and education for youth and adults in the community.

The Program

The Literacy Program is delivered at various sites for foundational learners who wish to improve literacy skills in areas that include reading, writing, comprehension, numeracy and/or to accomplish specific learning goals. Targeted learners are adult men and women who face social and economic barriers and who are or have been involved, or are at risk of involvement in the criminal justice system. Serving foundational learners, the program in its entirety is meant to increase literacy skills and prepare individuals to progress to further learning opportunities by increasing confidence and motivation to learn.

The Position

Located at the Main Office, the Literacy Coordinator will coordinate all aspects of service delivery within the broader Literacy Program and work in a collaborative and integrated way with the Literacy and Adult Services Teams, the wider agency and the community to ensure access to literacy services. The Coordinator will deliver Digital Literacy workshops to individuals and groups and provide general literacy services to foundational learners on an individual basis. Workshop topics will include Basic computers, Keyboarding & Typing, Introduction to Word, Google, Email, Internet, opening and closing files, and Career Searching with emphasis on resumes and cover letters. The Coordinator will conduct client interviews and assessments, complete program documentation, develop and update digital literacy curriculum as needed, coordinate and conduct data collection, evaluation, outcomes reporting and adhere to agency and funder reporting requirements. Responsibilities will also include training and supporting other literacy staff, building supportive community relationships, assisting with program marketing to external agencies and to Indigenous populations, training and mentoring volunteers to provide digital literacy services and adjusting workshop formats to meet learner needs. The position requires 37.5 hours per week which includes instructional prep time.

The Literacy Coordinator & Digital Literacy Instructor will have proficient computer skills, excellent interpersonal, communication, organizational, and case management skills and a minimum of 3 years teaching/instructing and facilitating experience, particularly with adult learners. A good working knowledge of career searching, resume/cover letter development and experience working with marginalized population will be considered assets.

This is a full time, full benefit position to start immediately.

This Job Posting Will Remain Active Until a Suitable Candidate Is Found

Please submit cover letter and resume to:

sandy.sobkowich@cjhs.ca

Please place **LITERACY COORDINATOR** in the subject line of the e-mail

The Calgary John Howard Society thanks all applicants, unfortunately only those considered for an interview will be contacted.