



Adult Literacy Outreach Team Coordinator



Position Overview: This leadership position will coordinate outreach activities that enhance Partners in Reading (PAR) presence in the community. She/he will oversee a volunteer team who share PAR information with the public. Outreach activities will take place at SJPL branches, service organizations, and public events throughout the City of San José. The intent is to increase visibility of the program as well as recruit volunteer tutors and adult learners.

- Responsibilities:**
- Schedule at least four outreach events each month
 - Recruit outreach volunteers
 - Facilitate communication and provide support to the outreach team
 - Maintain and distribute outreach schedule
 - Maintain sufficient quantity and distribute promotional materials to volunteers
 - Stay up-to-date with service changes and enhancements

- Benefits:**
- Key leadership position
 - Increase the breadth and impact of PAR
 - Provide opportunities that impact the quality of peoples' lives
 - Have fun and meet new people
 - Partner with a dynamic staff

- Training/Support Available:**
- PAR staff will provide initial outreach training on how to approach the public and answer a variety of FAQs
 - Ongoing support will include feedback and service change updates
 - All necessary equipment and supplies are provided by PAR

- Qualifications:**
- Experience coordinating programs or projects
 - Interest in promoting adult literacy
 - Outgoing, personable and able to relate to people from diverse backgrounds
 - High degree of independence; well organized
 - Able to support and motivate a team of volunteers
 - Ability to communicate effectively
 - Must be 18 or older

- Commitment:**
- Ongoing commitment
 - One to three hours per week
 - Ability to travel to events throughout San José

Contact: Contact _____. Please forward your completed application today.