



**LITERACY OUTREACH COORDINATOR (LOC)  
NEW WESTMINSTER  
INTERNAL / EXTERNAL JOB POSTING COMPETITION NO. 01-12**

This is a part time contract position working approximately 14 hours per week for 3 months until April 30, 2012 at which time the contract will be renegotiated. This position reports to the New Westminister Literacy Now Committee and is supervised by Family Services of Greater Vancouver, the funding steward for this contract.

**PURPOSE OF POSITION:**

The Literacy Outreach Coordinator provides the leadership for community development, which focuses on building and enhancing literacy services, programs and networks within New Westminister. In conjunction with the New Westminister Literacy Now Committee, the LOC will develop literacy networks and help build capacity.

The successful candidate will undertake consultation and partnership building by working closely with community groups to identify literacy needs, build local resources, and provide relevant information, tools, and ongoing support. S/he will facilitate the process of annually updating and implementing a Community Literacy Plan by promoting community collaboration and planning for literacy related projects and services.

**KEY AREAS OF RESPONSIBILITY:**

- Liaise with and support the New Westminister Literacy Now Committee to successfully develop and achieve their priority outcomes.
- Work with New Westminister community service providers, including the school district, to advocate for solutions that address issues identified in the Community Literacy Plan.
- Promote community and family related literacy services and activities in New Westminister to community members using the media and other communication tools.
- Attend DECODA training events and become familiar with Literacy resources and programs and best practices in community and family literacy programming.
- Participate in ongoing evaluation and development of the project.
- Complete project reports and other administrative functions required for the project and stewardship agency.
- Organize meetings and events as necessary in support of literacy functions.

**QUALIFICATIONS:**

- Relevant post-secondary degree or diploma or equivalent experience
- Knowledge of or experience with the issue of literacy (particularly as it relates to policy, program delivery, and awareness) and/or with community development; 3-5 years direct experience will be considered an asset
- Familiar with the community of New Westminister and local social services providers and systems
- Proven ability to organize events, manage projects, develop partnerships; strong consultation, facilitation, and team-building skills



**ABILITIES:**

- Outstanding communication, interpersonal and presentation skills - particularly with individuals and groups of diverse interests and backgrounds
- Ability and enthusiasm around fund development, proposal and budget preparation, and case-making presentations
- Strong time-management and priority-setting skills
- Computer software competence, including Word, Excel, and online communication and research

**ATTRIBUTES:**

- Entrepreneurial, courageous, adaptable, constructive, and creative approach to the challenges and opportunities of a fluid work environment; high degree of self-initiative to maintain progress and momentum
- Inclusive, sensitive and respectful approach to collaboration amidst diversity- accommodating community uniqueness, different points of view, cross-cultural contexts, etc.

**SALARY:** \$25.00/hour

**RESUMES TO:** Tulia Castellanos  
Email: [tcastellanos@fsgv.ca](mailto:tcastellanos@fsgv.ca)

**CLOSING DATE:** will remain open until position filled

**START DATE:** ASAP

**Only those short listed for interviews will be contacted. No phone calls please.**