



TITLE & HOURS

DATE

POSITION	Literacy Coordinator
HOURS	20 hours
STATUS	Part-Time for now. Potential for Full-Time.

5/18/2017

MISSION STATEMENT

To connect churches and other community partners with elementary schools, and equip them to serve through their active presence in every neighborhood.

STAFF VALUES

1. Invested
2. Respectful
3. Learner
4. Work Hard, Smart & Creatively

PAY

Pay based on qualifications

DIRECTIVES

Manage, train, and promote Literacy Mentor Program - everyneighborhood.org/literacymentor

JOB EXPECTATIONS

1. **Manage.** Create systems and structures to spread Literacy Mentoring across Partnership schools. Raise up leadership from existing volunteers to multiply efforts.
2. **Train.** Provide orientation training as well as ongoing support/resources for Literacy Mentors.
3. **Promote.** Connect and communicate with school administration (principal, vice principal, intervention team) to determine needs and opportunities for volunteers to assist on campus. Promote Literacy Mentors in the classroom, in afterschool programs, at Saturday Sports, in the community and with summer programming.
4. **Collaborate.** Communicate and work with the district, local CBOs, and others to best understand focus and goals for early literacy.
5. **Data.** Responsible for collecting and managing data for volunteers and students.
6. **ENP Team Tasks.** Assist with special events which occasionally fall on evenings or weekends.

MEETINGS & EVENTS

- Staff Meetings (Weekly)
- Staff Retreat (Annual)
- ENP Trainings (4-5x a year)
- Christmas Celebration (Annual)
- Saturday Sports (1x a Month)

ADDITIONAL REQUIRMENTS AND CLARIFICATIONS

1. **Education.** Preferred background in Elementary Education, literacy, and/or intervention.
2. **Bilingual Preferred.** Spanish.
3. **Computer Literate.** Must be proficient at typing, word processing and willing to learn new software, including, but not limited to: Social Solutions Apricot, Evernote, Google Platform, Pages, Spreadsheets and Word Processing.
4. **Organized.** Ability to set priorities; take initiative, self-starter who is organized, yet flexible and works well with others.
5. **Strong Communication Skills.** Good written and oral communication skills. You will be the face of ENP to many people.
6. **Love of Fresno.** We want people that believe in what God is doing in Fresno, love their city, and have a heart for service.