



## **Adult Volunteer Literacy Coordinator Job Description**

**About Indo-American Center:** The Indo-American Center (IAC) was established as a community based, 501(c)(3) non-profit organization in 1990 by a group of Indian immigrants seeking to respond to the needs of their fellow growing South Asian immigrant population. Located on Devon Ave, at the heart of “Little India” in the West Ridge neighborhood of Chicago, IAC is deeply rooted in the community it serves. IAC connects clients to resources and opportunities that improve their individual community and quality of life through direct service, outreach, education, access, and advocacy. IAC operates six core programs: public benefits connections, immigration legal services and citizenship, adult education and literacy, health literacy and education, a seniors’ program, and civic engagement and community organizing.

Under the supervision of the **Community-Based Education Program Manager**, the **Adult Volunteer Literacy Coordinator** will be responsible for the following:

### **Job Summary:**

- Recruit and train volunteers for the IAC adult literacy and ESL program.
- Recruit adult ESL and literacy students.
- Cultivate partnerships and participate in collaborations to secure additional resources and support for students, volunteers, and the program.
- Maintain records and ensure program compliance.

**Status:** Non Exempt -Part Time – 20 hours a week.

**Salary Range:** \$16-18/hour, depending on experience.

### **RESPONSIBILITIES:**

1. Recruit volunteer tutors through a variety of creative outreach methods.
2. Research and identify additional external volunteer training such as those offered by Literacy Works as well as other organizations.
3. Train volunteer tutors directly through demonstrations in a classroom setting.
4. Provide mentoring opportunities from more experienced tutors to new volunteers.
5. Pair adult learners with suitable volunteer tutors for one-on –one basis or in a small group(s) pending on need and experience level of student and tutor.
6. Maintain system for tracking and pairing students and volunteers.



7. Ensure volunteer tutor retention through appreciation events, relationship cultivation, and incentives.
8. Recruit and register students.
9. Maintain records for reporting requirements including attendance and improvement.
10. Conduct field trips to the local Chicago Public Libraries and other educational venues to help with student literacy, comprehension, and civic engagement.
11. Attend all the relevant meetings and workshops pertaining to Adult Literacy Programs being conducted by (NSLC) North Side Literacy Coalition; Literacy Works; (CLA) Chicago Literacy Alliance; and (SOS) Secretary Of State etc., and by other affiliations.
12. Prepare success stories and nominate the prospective volunteers and/or students for appropriate awards.
13. Create lesson plans when required, and generally collaborate with the teachers
14. Conduct student pre and post tests.
15. Support students and volunteers in identifying and achieving personal literacy goals.
16. Substitute teach classes on an as needed basis where there are absences or gaps.
17. Ensure meeting programmatic goals.
18. Other related duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree in English, Education, or related field preferred.
- Certification in TESOL/TEFL/TESL preferred.
- Excellent spoken and written English language skills.
- At least one-year successful experience teaching adult literacy, GED, or ESL classes, preferably in a community-based setting.
- Ability to develop lesson plans that responds to clients' needs, empowers participants, and fulfills specific grant requirements.
- Attention to detail, problem solving and good time management skills.
- High level of competency in Microsoft applications including Word, Excel and Google Suite.
- Commitment to refugee and immigrant advocacy.
- Willingness to work flexible hours including evenings and weekends.
- Ability to work effectively with diverse program participants and staff.
- Respect for others' experiences, opinions, language, values, culture, and knowledge.



Indo-American Center values a diverse workforce and an inclusive culture. As an Equal Employment Opportunity employer we strongly encourage applications from all qualified individuals of every immigration status, race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction.

Please forward resume, cover letter, and list of three professional references submit to: Human Resources at [jobs@indoamerican.org](mailto:jobs@indoamerican.org)

Deadline for Submission. **August 15th, 2022**