



Community Adult Learning Centre – Lillooet Tribal Council

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Job Posting

Job Title: Adult Literacy Worker
Department: Community Adult Learning Centre
Organization: Lillooet Tribal Council
Term: Part time (21 hrs/wk. – Flexible)
Posted: February 23, 2022
Closed: March 16, 2022

REPOST

Under the guidance of the CALC Program Manager the Adult Literacy Worker will be responsible for coordinating the *St'at'imc Literacy Program*. The overall goal is to provide a safe environment where students develop skills in reading, writing, speaking, numeracy, and computers.

QUALIFICATIONS:

- Post-secondary diploma/degree in discipline or a combination of relevant education and work experience.
- Excellent written and verbal communication skills
- Strong facilitation and public speaking skills
- Ability to create learning activities and provide assessments
- Ability to work one-to-one and in groups
- Experience working with Indigenous peoples
- Ability to set work plan with proven analytical and problem-solving skills
- Strong organizational/time management skills
- Knowledge of MS office, internet, and other social media platforms
- Criminal record check will be required
- Valid drivers license and ability to travel

RESPONSIBILITIES:

- Complete client intake forms and individual assessments for students
- Work with students to create and implement a learning plan
- Identify, create, adapt, and conduct daily programming activities
- Recruit, orient, enlist and monitor tutors, students, and volunteers
- Participate in the promotion of the *St'at'imc Literacy Program*
- Ability to work individually and as part of a team
- Carry out other duties when required

SUBMIT RESUME AND COVER LETTER TO:

ATTN: Andrea Leech, Administrator at info@lillooettribalcouncil.ca

For detailed job description, email Shalyn LaRochelle, Program Assistant at calc.assistant@lillooettribalcouncil.ca or Stephanie Joseph, Program Coordinator at calccordinator@lillooettribalcouncil.ca.

PREFERENCE GIVEN TO PERSON OF INDIGENOUS ANCESTRY