

Lillooet Tribal Council

650 Industrial Place, Lillooet B.C., V0K 1V0

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JOB TITLE:	Adult Literacy Worker	ORGANIZATION:	Lillooet Tribal Council (LTC)
DEPARTMENT:	Community Adult Learning Centre (CALC)	TERM:	Part-Time (21hr/wk.) - Flexible
LOCATION:	Community Adult Learning Centre	REPORTS TO:	Yvonne LaRochelle, CALC Manager
POSITION WILL BE POSTED: June 23, 2022 – July 7, 2022			
APPLY TO: <i>(with cover letter, resume and current references)</i>			
Attn. Administrator, Lillooet Tribal Council, 650 Industrial Place, Lillooet, B.C., V0K 1V0 Or email: info@lillooettribalcouncil.ca			
POSITION SUMMARY:			
Under the guidance of the CALC Program Manager the Adult Literacy Worker will be responsible for coordinating the St'át'imc Literacy Program. The overall goal is to provide a safe environment where students develop skills in reading, writing, speaking, numeracy, and computers.			
QUALIFICATIONS:			
<ul style="list-style-type: none">• 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'át'imc Literacy Program
- Ability to work individually and as part of a team
- Carry out other duties when required

Salary

Dependent on education, experience, and skill level.

For detailed job description and/or more information contact Yvonne LaRoche, CALC Program Manager at ylarochelle@lillooettribalcouncil.ca or 250-256-6007, ext. 304

PREFERENCE GIVEN TO PERSON OF INDIGENOUS ANCESTRY

