



OZARK
LITERACY
COUNCIL

Position Title: Digital Literacy Coordinator (On-site)

Reports to: Executive Director

Compensation: Hourly/Part-time (\$18-\$23 based on experience)

Hours: Monday - Thursday 8:30am - 5:00pm (20-28 hours)

Location: 2596 N Keystone Crossing, Fayetteville, AR 72703

Application Details: Please email a custom cover letter and resume to taylor@ozarkliteracy.org

Interview dates: Positions will remain posted until it is filled.

Ozark Literacy Council (OLC) Overview

Our mission - Ozark Literacy Council offers free literacy programs and resources in Northwest Arkansas in order to build a welcoming, inclusive and empowered community.

Our vision - Ozark Literacy Council works to ensure all people possess the literacy and community building skills needed to fully contribute and connect to the world.

Position Overview

Ozark Literacy Council is seeking a dynamic and innovative Digital Literacy Coordinator to join its team. The Digital Literacy Coordinator will play a pivotal part in the development and implementation of OLC's Distance Learning program. The ideal candidate will be passionate about digital and distance learning education and possess the skills necessary to develop engaging online curriculum, provide class instruction, and support both learners and staff in building essential digital skills.

Responsibilities:

Class Instruction:

- Facilitate and teach distance learning class options for learners of varying skill levels, providing engaging and accessible instruction such as basic computer/digital skills and other OLC curriculum



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- Create a supportive and inclusive learning environment that encourages active participation and skill development
- Create resources and materials for both classroom instruction and volunteer tutor training, ensuring alignment with program objectives and learner needs

Program Coordination:

- Coordinate the Distance Learning program, supporting development, implementation, and evaluation of the program
- Strategically collaborate with staff to meet the goals and objectives set for the Distance Learning program
- Collaborate with internal teams and external partners to enhance program effectiveness and reach
- Assist in the development of grant proposals and reports concerning the Distance Learning program, providing data, narratives, and other relevant information as needed
- Integrate technology and innovative teaching methods into curriculum design
- Develop curriculum designed to be effective, engaging, and most appropriate to support learning among students

Volunteer and Staff Support:

- Provide digital support and development opportunities for teachers, volunteers, and staff members, equipping them with the skills and knowledge necessary to integrate technology into their teaching practices and workflows
- Serve as the primary point of contact for IT requests and technical support related to distance learning activities and staff needs

Minimum Qualifications:

- Associate Degree or 2 years of higher ed experience
- Demonstrated ability to prioritize and manage multiple projects
- Excellent communication, presentation, and interpersonal skills



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- Demonstrated understanding and commitment to supporting diverse people and cultivating an environment of trust, inclusion, and safety
- Strong cultural competencies related to ESL learners, minority community members, international, and diverse socio-economic communities

Preferred Qualifications:

- Bachelor's Degree
- Knowledge in utilizing software applications, digital platforms, and emerging technology resources
- Experience in program management and strong knowledge of resources relevant to digital learning
- Proficiency in Microsoft Office and Google Suite
- Experience in data collection and analysis
- Experience in a cross-cultural background
- Proficiency in a language additional to English

Commitment to Community

- Build and develop authentic relationships with OLC members and community partners to cultivate an understanding of OLC values and purpose.
- Demonstrate commitment to social justice, equity, and inclusion as related to education, learning, and community engagement.
- Show high social and emotional empathy and connection skills.
- Commit to consistently bridging across communities and contribute to ensuring that every person feels safe and like they truly belong in our region

Equal Opportunity Employer

Ozark Literacy Council is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.