



OZARK  
LITERACY  
COUNCIL

**Position Title:** Workforce Literacy Coordinator (On-site)

**Reports to:** Executive Director

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

**Hours:** Monday - Thursday (20-28 hours per week, flexible schedule)

**Location:** 2596 N Keystone Crossing, Fayetteville, AR 72703

**Application Details:** Please email a custom cover letter and resume to [taylor@ozarkliteracy.org](mailto:taylor@ozarkliteracy.org)

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

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### **Ozark Literacy Council (OLC) Overview**

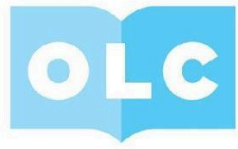
*Our mission - Ozark Literacy Council offers free literacy programs and resources in Northwest Arkansas in order to build a welcoming, inclusive and empowered community.*

*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.*

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### **Position Overview**

Ozark Literacy Council is seeking a passionate and motivated Workforce Literacy Coordinator to join its team. The Workforce Literacy Coordinator, a new role, will play a pivotal part in the development and implementation of OLC's Workforce Literacy program. This role involves coordinating various aspects of OLC's Workforce Literacy program including providing career mentoring, advisement, and instruction to Learners; implementing state-supported career development programs such as WAGE (Workforce Alliance for Growth in the Economy) and IET (Integrated Education Training). This position offers a unique opportunity to make a meaningful impact in the lives of individuals seeking to enhance their employability and pursue fulfilling careers.



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## **Responsibilities:**

### Workforce Programs:

- Implement WAGE and IET programs according to guidelines and training from the Arkansas State Adult Education
- Facilitate partnerships and collaborate to maximize the impact and reach of workforce programs to support local employer needs
- Recruit student learners and job seekers who will benefit from the workforce program
- Evaluate the strengths and weaknesses of OLC's workforce program routinely to determine its effectiveness and direction moving forward

### Career Mentorship:

- Provide class instruction for Learners enrolled in OLC's Workforce Literacy program; curriculum may include
  - basic employability skills (interpersonal, resume, interview, and job search skills)
  - leading WAGE and IET certification curriculum
- Manage career mentorship appointments to assist Learners in identifying career goals, exploring career pathways, and developing action plans to achieve objectives
- Develop resources for volunteer Career Mentors to assist Learners in achieving career goals
- Invite local employers to participate and offer resources to Learners during class instruction and workshop days

## **Preferred Qualifications:**

- Bachelor's degree in education, social work, human services, or a related field
- Experience with workforce development, career counseling, or related field
- Demonstrated ability to prioritize and manage multiple projects
- Strong writing, communication, and leadership skills
- High attention to detail and organizational 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, and diverse socioeconomic communities
- Ability to analyze and solve problems efficiently
- *Knowledge of state-supported workforce programs, policies, and regulations preferred*
- *Proficiency in Microsoft Office and Google Suite preferred*
- *Experience in a cross-cultural background preferred*
- *Proficiency in additional language studies preferred*

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### **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.
- Contribute to ensuring that every person feels safe and a sense of belonging 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.