



## **Adult Literacy Specialist**

The Adult Literacy Specialist will provide opportunities for adult learners to improve their literacy skills, prepare for the workplace, and develop personal action plans for their goals to success.

### **Skills/Qualifications**

- Bachelor's degree
- Two or more years of experience working with adult learners
- Good at motivating and inspiring students
- Ability to create welcoming spaces for members of the community
- An exceptional team player; exemplifies a work style that is flexible, respectful, collaborative and nimble
- Ability to build strong relationships and trust across race, gender, class, and other group identities, both internally and externally
- Excellent organizational skills

### **Essential Job Duties**

- Manage Learning Lab by providing opportunities for Harper students to meet with volunteer tutors to improve English skills, GED prep, or citizenship test prep
- Supervise volunteer staff for Learning Lab, including scheduling, training, and connecting resources to the needs of clients
- Execute, create, and plan essential workshops for clients
- Create action plans for clients and assist clients to gain access to programs and community services
- Collect, document, and track client information in database
- Actively recruit new program participants
- Facilitate partnership meetings to build awareness and make connections