



Position: Program Staff - Community Literacy Worker

Organization: Parkdale Project Read

Contract: September 6, 2022 to August 17, 2023 (part-time contract with two unpaid weeks in December for a total of 48 weeks)

Hours: 10 hours per week (with a possible increase to 14 hours per week)

Salary: \$20.99 per hour

Parkdale Project Read (PPR) is an inclusive and culturally diverse community literacy program that provides access to learning from a social justice perspective by offering free literacy services in a supportive community. We work with English-speaking youth and adults to develop their reading, writing, basic math and computer skills. This position will be supervised by a Collective Management Team.

Responsibilities:

- Co-facilitate weekly remote learning groups and programs for adult literacy learners (possibly at some point during the contract this may become in-person depending on Covid-19 restrictions);
- Create lesson plans, document progress, and provide weekly reports;
- Research digital teaching tools and plan activities that enhance the learning process;
- Support learners to participate online using digital technology;
- Support PPR's community events and special programming;
- Liaise with community partners to coordinate guest speakers from local organizations;
- Support learners to access appropriate resources;
- Contribute to ongoing monitoring and evaluation of program;
- Assist collective staff with general administrative tasks including mail-outs and filing.

Requirements:

- Demonstrated experience and commitment to working from an Anti-Oppression and Social Justice framework;
- Solid teaching and/or group facilitation experience, conflict resolution skills are an asset;
- Excellent written and verbal communication skills;
- Reliable administrative, organizational, and time management skills;
- Strong computer skills including using collaborative apps and video conferencing tools;
- Experience working independently and as part of a collaborative team;
- Knowledge and experience with Transformative Justice and Community-based Adult Literacy principles is an asset.

COVID-19 Notice

Due to the COVID-19 pandemic, PPR is offering hybrid programming including in-person meeting by appointments at our centre and virtual programs. Depending on the circumstances, this position may involve online meetings, remote learning groups, phone support, in-person programming, or a combination of the above. PPR will be conducting our hiring process in accordance with municipal and provincial health and safety directives, including physical distancing and/or video conferencing.

Application Process:

Please submit your cover letter and resume to the Hiring Committee by email only and quote: **Program Staff - Community Literacy Worker** in the subject line.

Email: [hiring@parkdaleprojectread.org](mailto: hiring@parkdaleprojectread.org)

Applications are due by 5:00 PM on June 30th, 2022

Parkdale Project Read is an Equal Opportunity employer and encourages applicants from equity-seeking groups to apply. We aim to foster a workplace that reflects the diversity of the community we serve.

Please note, due to the number of applications received, we will only be contacting candidates selected for an interview.

Thank you for your interest in Parkdale Project Read.