

Job Opportunity

Saanich Peninsula Literacy Outreach Coordinator (LOC) (Part-time, contract position)

**Applications for this position will be accepted
up to 4:00 pm Monday April 18th, 2011**

The Saanich Peninsula Community Literacy Task Group is seeking a part time, self-starter to lead the implementation of the Saanich Peninsula Community Literacy Plan. The goal of the plan is to enhance literacy services, programs and networks within the geographic area of the Saanich School District and to build community capacity to deliver and sustain local literacy programs and services.

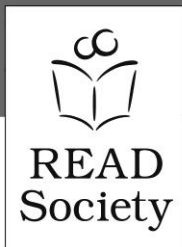
Building on collaborative work that has been done over the past 30 months, the LOC will work with community, government and school district representatives from across the Saanich Peninsula. The coordinator will implement and evaluate the goals and strategies of the Plan in collaboration with community members and partners. A copy of the plan is attached to this job posting.

The Literacy Outreach Coordinator works with the community-based Saanich Peninsula Community Literacy Task Group. The LOC will report to the Saanich Peninsula Literacy Management Group.

The successful candidate will have a strong background in community development, experience as a volunteer, have worked with the non-profit sector, and knowledge of literacy issues facing the Saanich Peninsula and other communities in British Columbia.

Required knowledge and experience:

- a minimum of two years successful experience in community development
- demonstrated knowledge and experience in the field of child, youth and/or adult literacy
- demonstrated consultation, communication and presentation skills
- demonstrated ability to work with professionals representing diverse perspectives on literacy, to manage volunteers and to develop and sustain partnerships across the community
- knowledge of Saanich Peninsula communities and potential community needs
- demonstrated time-management and priority-setting skills
- ability to work collaboratively and in a sensitive manner with people with diverse socio-economic and cultural backgrounds



- understanding and support of the Saanich School District Enhancement Agreement with WSÁNEĆ, other First Nations, Métis and Inuit community members
- proven ability to facilitate community conversations, organize events and manage projects
- demonstrated ability to take initiative and work independently
- track-record writing successful grant applications and leveraging funds from varied sources

Education:

- relevant post-secondary degree or an equivalent combination of training and experience

Additional skills:

- computer software competence—including online communication and research
- valid BC driver's license and willingness to travel using own vehicle as necessary

Selected candidates must provide the employer with a clean, up-to-date Criminal Record Check.

Terms of this Position:

This is a part time (average 15 hours per week), 12-month fixed-price contract. The successful candidate will report to the Saanich Peninsula Literacy Management Group.

The successful candidate will be expected to support the Community Literacy Task Group and to deliver the community literacy priorities determined through consultation and engagement with the Task Group and other community members.

The position may require working some evenings and weekends as well as traveling throughout the area. All expenses associated with the contact must be pre-approved.

Contract performance will be reviewed at 6 months. Contract is subject to funding.

Resume and cover letter, with three professional references (including names and contact information), must be submitted by 4:00 pm Monday April 18, 2011 to:

Claire Rettie, Executive Director, READ Society: Saanich Community Literacy
Steward crettie@readsociety.bc.ca OR
201-2631 Quadra Street, Victoria BC, V8T 4E3

Please put 'Saanich LOC' in the email subject line OR on the envelope of your application package.