

## First Literacy

### First *Literacy Lab* and Scholarship Coordinator

#### Organization Overview

The mission of First Literacy is to ensure that adults with low-literacy or limited English proficiency have high-quality educational opportunities that enable them to thrive as individuals and as family members, in their workplaces, and in their communities. Our approach is multi-faceted and systemic. We not only support the development of individual students and educators, but also enhance the capacity of literacy education programs and the Adult Basic Education (ABE) system in Greater Boston and the broader community.

#### Position

First Literacy seeks an experienced, creative **ABE/ESOL professional** to coordinate our efforts to meet the literacy needs of Boston-area adults, both native and foreign-born, through our First *Literacy Lab* and scholarship initiatives. Reporting to the Executive Director, the First *Literacy Lab* and Scholarship Coordinator is responsible for managing the First *Literacy Lab* and scholarship initiatives and enhancing the internal organization processes and infrastructure that enable First Literacy to effectively support adult learners and their educators.

The ideal candidate will **have experience in program administration/coordination and helping adult learners achieve their potential through education**. This is a compelling opportunity for a motivated professional to help First Literacy build on prior accomplishments.

This position is a flexible part-time one with opportunities for growth and expansion. It is envisioned as initially being a 20-hour per week position.

#### Key Responsibilities

- Manage the First *Literacy Lab* and scholarship initiatives.
- Evaluate and assess impact of the First *Literacy Lab* and scholarship initiatives.
- Plan and implement two annual events (First *Literacy Lab* Project Presentations in October and Scholarship Ceremony in July/August).
- Communicate and prepare data reports and evaluation updates for the Executive Director, the Community Advisory Council, and the Board of Directors.
- Work with staff members to communicate program stories, events, and outcomes on website, email newsletters, and social media channels.
- Collaborate with adult literacy education programs/providers, as well as city, state, and national literacy organizations.

**Required qualifications**

- Experience in community-based adult basic education program design, implementation, and evaluation involving both direct service delivery and program coordination
- Strong organizational and project management skills; ability to work independently and under deadlines
- Experience with managing grants
- Successful record of providing technical assistance to individuals and programs relating to adult basic education
- Excellent written and verbal communication skills
- Creative problem-solver and 'out of the box' thinker
- A team player who is comfortable working in a small office

**Desired qualifications:**

- Excellent computer skills, including interest in learning data management software systems
- Bachelor's degree required; Master's degree in relevant field preferred

First Literacy is an equal opportunity employer.

To apply, please send a cover letter and resume as one document to Skye Kramer, Executive Director at [skramer@firstliteracy.org](mailto:skramer@firstliteracy.org).