

**SUFFOLK LITERACY COUNCIL**  
**PROGRAM COORDINATOR JOB ANNOUNCEMENT**

The Suffolk Literacy Council (SLC) was founded in 1987 by a task force of concerned citizens to address the problem of illiteracy in Suffolk. Our mission is to increase adult literacy within the Suffolk community by connecting individuals to resources that will promote lifelong learning.

The Suffolk Literacy Council is seeking qualified applicants for the part-time position of Program Coordinator. This is a fifteen (15) to twenty (20) hour per week contract position with a salary compensation of \$16.00 per hour. Office hours are flexible Monday through Friday in addition to possible special weekend events. The Suffolk Literacy Council's office is located in the City of Suffolk's Workforce Development Center at 157 N. Main Street (2<sup>nd</sup> Floor), Suffolk, VA 23434.

**Minimum Qualifications:**

- Bachelor's Degree or equivalent work experience in literacy, education, or related field
- Excellent communication skills and ability to work with people of diverse backgrounds
- Experience in marketing and public relations
- General knowledge of operating and maintaining an office
- Basic computer skills including Microsoft Word and Excel

**Primary Responsibilities:**

- Registers, interviews, and evaluates prospective students and matches students with tutors
- Coordinates tutor training
- Maintains attendance, progress of tutor/student pairs, and offers support as needed to the tutor/student pairs
- Oversees the ordering and distribution of tutor and student instructional materials
- Submits monthly reports to include attendance, tutor/student matches, grant applications/awards, and other relevant SLC activities
- Writes grant proposals for the Suffolk Literacy Council program
- Collects statistical data for grant writing

The Suffolk Literacy Council is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

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Primary Responsibilities: continued

- Works collaboratively with the SLC's Office Manager
- Helps with Workforce Development Center office as needed and available
- Other duties as assigned by the Suffolk Literacy Council's Board of Directors

Interested qualified applicants are advised to submit resume, transcripts and three (3) professional references via email only to: [hr@suffolkliteracy.org](mailto:hr@suffolkliteracy.org)

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