



Employment Opportunity

Community Literacy Advancement

The Saskatchewan Literacy Network is a not-for-profit provincial organization that promotes and supports literacy throughout the province and nationally. We see a Saskatchewan where literacy and lifelong learning is integrated into our lives – at home, at work, and in the community – and where individuals can access the learning opportunities they want, when and where they need them.

We are hiring a part-time **Community Literacy Advancement** position to join our fun, professional team (this position is 0.8 full-time equivalent, 30 hours per week). You are encouraged to apply if you enjoy resource and community development, are experienced in workshop facilitation, and you're interested in strengthening family and adult literacy engagement and learning in communities across our province.

Position Summary

The position of **Community Literacy Advancement** focuses on culturally responsive resource development for families and for adult learners, the promotion and implementation of Saskatchewan Adult Literacy Benchmarks Levels 1 & 2, and capacity building for practitioners and communities who work with families and with adult learners. This role will maintain a strong focus on working with Indigenous communities and enhancing Indigenous content in literacy programming and resources.

The success of this position relies on an individual's ability to work with community; develop partnerships; and to plan, coordinate, and facilitate professional development opportunities. This position works in close collaboration with the Family Literacy Advancement position and reports directly to the Executive Director.

Position Responsibilities

- Provide and support professional development opportunities for literacy practitioners, with a focus on adult literacy and Indigenous family literacy.
- Review and update adult literacy and family literacy resources and workshops on a regular basis.
- Research, develop, and share new literacy and essential skills resources and programs, with a particular focus on Indigenous content.
- Provide training to practitioners in the use of Benchmarks and of family literacy programming; provide support on the implementation of this programming.
- Ensure accurate record keeping and reporting on adult and family literacy programs, projects, and trained facilitators in Saskatchewan.
- Conduct presentations and facilitate community information sessions on literacy, including for Indigenous communities and with Indigenous content.

- Promote Benchmarks to practitioners, government agencies, and other stakeholders in the province.
- Support and mentor existing programs and encourage capacity development in other areas of the province. Some examples are International Literacy Day, Family Literacy Day, and the Saskatchewan Literacy Awards of Merit.
- Develop collaborative and cooperative relationships with programs, organizations, government departments, communities, and regions in support of a coordinated approach to professional development for practitioners.

Knowledge, Skills, and Abilities Required

- Post-secondary education specializing in family literacy, adult literacy, and/or community literacy; or an equivalent combination of education and experience.
- Experience in Indigenous engagement and education.
- Knowledge of and the ability to apply adult learning principles.
- Familiarity with literacy and essential skills issues, and of the complexities of the literacy field in Saskatchewan and Canada.
- Project management experience with demonstrated success in meeting project goals.
- Experience with group facilitation and the delivery of workshops and training.
- Ability to develop and maintain respectful relationships in community.
- Exceptional resource development skills.
- Strong written and oral communications skills, particularly in the area of public speaking.
- Demonstrated cultural sensitivity and knowledge in working with different literacy streams (for example: working with newcomers, learners of English as an Additional Language, people with disabilities).
- Ability to work well independently and as part of a team.

This position is based in our Saskatoon office, with some travel required. Regular office hours are Monday through Thursday, 8:30am to 4:30pm, with occasional evening and weekend hours.

The starting salary is based on the successful applicant's education and relevant experience, through our existing salary grid. We offer a competitive benefits package.

The successful candidate will be required to provide a criminal record check with a vulnerable sector search.

To apply, submit your cover letter, resume, and three references by 11:59pm on Monday, July 23rd, 2018 to saskliteracy@saskliteracy.ca. Individuals with Indigenous ancestry are invited to self-identify in their cover letter or resume.

For more information, you can call us at 1-888-511-2111 (306-651-7288 in Saskatoon) or email saskliteracy@saskliteracy.ca.