

September 12, 2017
Internal/External Job Posting:
Project Coordinator, Literacy Services
Temporary Part-time contract; 18 hours per week
Posting Number: 2017- 016

Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants with a community development and health promotion perspective. The Project Coordinator will develop, implement, evaluate and promote Adult Education projects and related activities and events for participants of diverse cultures ages 19 years and up. The Project Coordinator will work with the participants, DPNCHC's staff and other community agencies to provide literacy programming within the context of DPNCHC's philosophy and mission statement and the Ontario Adult Literacy Curriculum Framework.

Abbreviated Responsibilities:

- Coordinate/create a new series of programming for higher level Adult Literacy learners within a community development and health promotion framework
- Conduct outreach and liaise with appropriate partners, educational organizations and community agencies
- Create a series of workshops/short term programming for new learners under the supervision of Adult Literacy Supervisor, and produce new learning modules for replication with future programming
- Facilitate Adult Literacy classes for higher level adult literacy learners, OALCF 2-3, preparing for GED programs, AU or ACE programs
- Enter relevant data into CaMS, including enhanced learning plans, milestones, and registration
- Participate in a constructive, collaborative and cooperative manner within the staff team in the planning and implementation of program activities
- Supervise tutors, volunteers, student placements when possible
- Assist with the planning, development, implementation, assessments and evaluations of relevant services for adults with low literacy
- Provide support, information and referrals to Adult Literacy learners
- Facilitate participant and community involvement related to planning, evaluation and volunteering
- Ensure timely preparation of information and statistics for written reports as required
- Facilitate meetings of relevant staff, student or volunteer tutors
- Assist in maintaining effective contact with all service and community partners, including General Education Diploma (GED), Academic Upgrading (AU), Academic and Career Entrance (ACE) programs
- Represent DPNCHC in relevant networks and committee meetings

Minimum Qualifications:

- Minimum 3-5 years of post-secondary education, Social Service, Worker, Adult Education,
- Minimum 2 years of experience in Adult Literacy and the Ontario Adult Literacy Curriculum Framework (OALCF)
- Minimum 1 year using Case Management System (CaMS) for Literacy and Basic Skills.
- Minimum 2 years of experience with program planning, implementation, evaluation and providing information and referrals for culturally diverse participants in a community based setting
- Demonstrated skills in: program implementation, evaluation, group facilitation & working with community partners
- Knowledge of issues affecting Adults with low literacy and relevant services and community organizations
- Experience with Microsoft Office, Internet and various digital technologies
- Ability to effectively monitor program activity budgets/spending
- Experience working with and leading volunteers and student placements
- Demonstrated commitment to social justice, Adult Literacy issues, and cultural competency
- Knowledge of and commitment to community development and health promotion
- Ability to work evenings

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- Demonstrated ability to function in a leadership capacity in a team setting
- Demonstrated organizational and time management skills Good English skills (written and oral)
- Ability to speak a second language is an asset
- Knowledge of DPNCHC, its catchment area and relevant services and groups within the community

Salary range: \$22,795-\$24,656 (\$41,488-\$44,875) pro-rated 18hrs/week.
Must work some evenings; Monday to Thursday, schedule to be determined.
This position is part of the bargaining unit.

Start Date: October 16, 2017 – March 23, 2018.

Submit resume and cover letter to: Posting No. 2017-016 to hire@dpnchc.ca or
mail to 1900 Davenport Road, Toronto, ON M6N 1B7.

Due Dates: Internal Applicants: 5 pm, September 20, 2017. External Applicants: September 25, 2017.

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class, gender /sexual orientation, including those who may need accommodation. As a condition of employment, all prospective employees will be required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume free environment.