



## Program Coordinator Opportunity

The Richardson Adult Literacy Center is seeking a part-time program coordinator to facilitate its adult English as a Second Language and family literacy programs. The program coordinator works with volunteers, students and board members to implement programs in the Richardson/RISD areas. Work includes the following:

- Coordinate RALC's adult English as a Second Language programs, "ESL for Parents", "ESL for Adults" and 1:1 matches. This includes student registration, program curriculum, volunteer tutor placements and support, assessments and surveys, data entry and reporting.
- Coordinate RALC's family literacy program, "Teddy Bear Time." This includes school/organization matching and support, program curriculum, surveys and reporting.
- Coordinate RALC's English conversation classes. This includes class scheduling, curriculum, and volunteer placement.
- Work with RALC's executive director to move new tutors from completed training into the classroom.
- Work with the RALC board of directors' programs committee on strategic plan initiatives related to programs.
- Perform other duties as assigned.

**Supervisor:** The program coordinator reports to the executive director.

**Education:** The program coordinator should have a bachelor's degree in education, nonprofit management or a related field or be pursuing such and already holding an associate's degree or the equivalent in coursework.

**Skills and Experience:** Strong aptitude with Microsoft Word and Excel programs, experience teaching in a classroom environment and working with others. Well-organized self-starter who can manage multiple program components concurrently. Fluent in English and Spanish (strongly preferred).

**Work Location:** Program coordinator will be expected to keep regular office hours at the Richardson Adult Literacy Center in Richardson (Beltline/Central Expwy). Occasional local travel to class locations in Richardson/RISD.

**Hours:** Program coordinator is expected to work an average of 20 hours/week, beginning mid-August through early June. Thanksgiving, Winter Break, Spring Break and Summer are non-paid periods off. The program coordinator is expected to work Monday – Friday, generally four-five hours/day, although hours will vary some, being more significant in August/September and January/February.

**Compensation:** \$20/hour. There are no benefits provided.

Applicants should submit a cover letter and resume via email to:  
Katie Patterson  
Executive Director  
[director@ralc.org](mailto:director@ralc.org)