



*Changing lives by strengthening literacy statewide*

## **Northwest Regional Literacy Consultant**

### **Job Description**

Wisconsin Literacy, Inc. provides support, resources, training, and advocacy to adult literacy programs located throughout Wisconsin. The Regional Literacy Consultant is a key position and provides guidance, consulting, training, and professional development designed to improve capacity and administration of the 75-member literacy agencies, as well as potential member agencies, in Wisconsin.

### **Primary Responsibilities**

#### **Member Services:**

- provide information and guidance to the number of member agencies represented in his or her assigned region (approximately 20 agencies) to address how volunteer tutors and instructional staff can help transition learners to secondary education and employment.
- organize and facilitate regional member meetings conferences, webinars and community education. Topics may include board development, funding resources, learning disabilities, volunteer management, strategic planning, marketing, budget management, administrative policies, and staff management
- travel to member agencies 1-2 times a year to build the administrative capacity of member agencies, and frequent virtual consultations using Go-to-Meeting. These consultations will include curriculum resources for English language learning, adult basic education, GED, computer literacy, financial literacy, employability skills and other skills necessary for adult learner employment and self-sufficiency.
- Collect and analyze reports, evaluations and surveys from member agencies in order to further statewide advocacy efforts.
- provide expertise in organizational development for new and emerging programs.
- offer additional consulting, as well as technical support on data reporting to member agencies applying for or currently implementing Adult Education Family Literacy Act (AEFL) grant funding under the Workforce Innovation and Opportunity Act (WIOA).

#### **Training and Professional Development:**

- lead training sessions for member agencies based on grant funding and member needs. These training sessions can include but are not limited to: English language learning, tutor training, health literacy, computer literacy, and employability skills.
- attend the following meetings:
  - WTCS Deans and Directors state-called meetings and monthly WisLine calls to support community coordination.
  - Achieving Credentials for Success (annually) in Appleton to network with member agencies and possibly lead a training session
  - Wisconsin Health Literacy Summit (biannually) and Celebration of Literacy (biannually) in Madison
  - Attend meetings related to AEFL, WIOA and funding sources, as needed.
- participate in community initiatives and build partnerships in his or her region.



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### **Position Objectives**

- enhance the referral system with all 16 technical college districts, local workforce boards, job center personnel and literacy providers
- embed employability skills training and health literacy skills into adult basic education and English language learning services
- help adult literacy programs implement National Reporting System (NRS) standards, correlated assessment tools, standardized tutor training, and professional development.
- build the capacity of community-based programs to better prepare adult learners for jobs and post-secondary education and to transition more students to the technical college system's career pathways and workforce.

### **Qualifications**

- excellent listening, written and oral communication skills, including research and advocacy skills
- a strong knowledge of computer technology as a means of communication, learning and information sharing
- a strong knowledge of literacy/adult education curricula
- a minimum of 5-years of experience in adult literacy, workforce development or related field
- a minimum of 5-years of experience in networking with social service agencies and organizing community collaboration efforts
- leadership and programming experience in a non-profit, community-based organization
- strong understanding of funding issues and funding resources for non-profit agencies
- experience working in a multi-cultural, multi-lingual environment
- experience leading training sessions
- bachelor's degree in education, public administration or related field or equivalent work experience.
- understanding of Wisconsin's workforce development boards and technical college system
- strong interpersonal communication skills that foster trust among program directors to share program challenges
- tutor Training experience or ProLiteracy Training certificate recommended.
- comfortable working independently.
- a valid Wisconsin driver's license.

To apply, please send a letter of interest outlining your education and experience as it relates to the job description, a resume, and three professional references no later than **August 4, 2017** to:

Michele Erikson, Executive Director  
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