



Title: LVM-Boston Coordinator (full-time with benefits)

Location: Boston, MA

Description:

Literacy Volunteers of Massachusetts (LVM) seeks an energetic, poised individual with excellent communication and interpersonal skills to coordinate the LVM-Boston program, which provides free, private, individualized and confidential tutoring to adults in basic reading and writing, and English to Speakers of Other Languages (ESOL).

The ideal candidate for this position will have excellent verbal and written communication skills, a mature interpersonal style, a positive and enthusiastic attitude and a sense of humor. The candidate must exercise excellent judgment and discretion with confidential or sensitive materials, have a strong sense of customer service, be a problem-solver and be compassionate in interpersonal dealings. We are seeking a dedicated person who sees helping others as a passion more than as a job.

This position is an exciting, hands-on opportunity to work with community volunteers, college interns and the state's leading volunteer adult literacy organization. The position has significant growth potential. LVM welcomes applicants who are recent college graduates or experienced professionals returning to the work force. The LVM office is in an exciting downtown Boston location in historic Faneuil Hall Marketplace.

About LVM:

LVM, a nonprofit organization established in 1972, is the largest provider of free, individualized and confidential tutoring to adults in basic reading and writing, and ESOL in Massachusetts with a network of 12 programs across the state that serves approximately 1,000 adults each year. We value our employees and excellent health benefits are provided. Please visit www.lvm.org for more information on the organization.

Summary of Responsibilities:

1. Meet targeted annual goals for number of students served, attendance hours and student progress.
2. Coordinate volunteer and student outreach and recruitment.
3. Coordinate volunteer information sessions, training and placement.

4. Conduct student intake interviews and assessments.
5. Provide ongoing support to tutor/student pairs, including but not limited to monthly contact, in-service trainings, open houses, a newsletter, use of social media, a reference/lending library and individual consultations.
6. Develop new program initiatives to meet the needs of students.
7. Maintain accurate tutor/student records and submit required reports and monthly data in a timely way.
8. Attend all LVM statewide program coordinators' meetings and trainings, and additional professional development opportunities.
9. Assist in the program design, planning, evaluation and quality assurance of LVM-Boston.
10. Represent LVM-Boston with community organizations.

Summary of Qualifications:

1. Minimum B.A. degree required.
2. Experience in adult basic education, ESOL, nonprofits or volunteer programs desirable.
3. Demonstrated oral and written communication skills.
4. Demonstrated organizational skills, attention to detail and ability to implement programs.
5. Ability to work with diverse groups.
6. Ability to work independently and as part of a staff team.
7. Possess a genuine interest in promoting adult literacy and compassion for the struggles of adult learners.
8. Willingness to work flexible hours, some evenings and weekends required.
9. Reliable access to a working automobile and a valid Massachusetts driver's license required.
10. Excellent internet and computer skills required. Social media and desktop publishing skills are desirable.

To apply:

Please email your resume and cover letter to litvolma@aol.com. **Position is available 8/1/19. Deadline to apply is 6/21/19. Applications will be accepted until the position is filled.**

LVM complies with all federal and state employment, ADA and non-discrimination laws.