



Are you interested in delivering Adult Education in Thompson? Are you a resourceful & innovative person who is passionate about making a difference for learners? The Thompson YWCA is seeking a coordinator/instructor for Steps to Success, a year-round adult literacy and essential skills training program. Among other things, the coordinator of the program is responsible for maintaining records, writing proposals, writing reports, hiring staff, working with other agencies, developing curriculum, promoting the program, organizing meetings, creating schedules, buying supplies, following a budget, and creating a welcoming and comfortable environment for learners.

Title: Literacy Program Coordinator/Instructor

Salary: \$25.00/hour (35 hours per week).

Specific Skills:

- Support the goals and objectives of the program including development and assessment of learning materials
- Develop and implement a learning program for individual and group learners that is appropriate for their interests, level of ability and goals
- Maintain daily records, develop marketing strategies, develop proposals, complete statistical and final reports, review budget and expenses, develop policies
- Evaluate program to ensure client and community needs are being met and modify program as required
- Create curriculum to address community and workplace needs
- Working in collaboration with other agencies to ensure a smooth enrolment and transition of clients
- Supervise and support program staff
- Understand the principles of adult education, workplace training and development and workplace essential skills

Education/Qualifications

- Bachelor of Education/other education and experience may be considered
- Excellent written and verbal communication skills
- Experience working with adult learners an asset

Languages: Speak English, Read English, Write English

Security and Safety: Criminal record check, Child abuse registry check

Essential Skills: Computer Use, Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Continuous learning

How to Apply:

By Mail or in person:

Cat Cogle

YWCA of Thompson

39 Nickel Road

Thompson, MB, R8N 0Y5

By Fax: 204-778-5308

By E-mail: ywcaexdir@mts.net (preferred)