

John Howard Society of Manitoba Inc. Job Posting

The John Howard Society is a not-for-profit organization with approximately 20 employees covered under a single collective agreement.

Position: Literacy Coordinator

Employment Type: Part-Time/Unionized Position

Salary: \$25.87

Hours: 22.5 hrs/ wk

Tentative start date: June 3, 2024

Closing date for applications: May 19, 2024 @ 11:59PM

The Position:

Reporting to the Executive Director, the Literacy Program Coordinator is primarily responsible for providing service and leadership in the overall management of the literacy program.

Position Requirements:

- Related post-secondary degree from a recognized institution or a comparable combination of education, training, and workforce experience.
- Knowledge of adult education principles and facilitation experience, either tutoring or teaching.
- Excellent written, verbal communication and interpersonal skills.
- Strong working knowledge of Microsoft Office applications, including Word, Excel and Outlook.
- Experience working with Indigenous peoples and knowledge of traditional Indigenous culture, traditions, teaching, and ceremonies, is an asset.
- Experience working with individuals who are involved, or have been involved, in the criminal justice system is also an asset.
- Must provide an up-to-date Criminal Record Check from the Winnipeg Police Service with the vulnerable sector/adult abuse registry search and Child Abuse Registry Check.
- Must be cleared by Manitoba Justice to enter all correctional institutions and able to pass an enhanced reliability screening with Manitoba Corrections.

Required Attributes

- High degree of self-motivation.
- Judicious decision-making skills.
- Strong organizational skills.
- Ability to resolve conflict.
- Ability to lead a team and foster a team environment.



Duties and Responsibilities

Program/Intake

- Available to conduct group classes and one to one support with clients and JHSM residents who are interested in improving basic literacy skills, to fill in for the Literacy Instructor, as needed.
- Be available for ongoing instruction and tutoring of institutional clients, on an as needed basis.

Community Partnerships

- Liaise with community partners and share information about the literacy program.
- Develop literacy activities suited to program objectives and client needs.
- Recruit and provide leadership and guidance for volunteer literacy tutors and recruit volunteer tutors for the literacy program.
- Assign volunteer tutors to community clients and ensure necessary support in collaboration with the Literacy Instructor.
- Assist clients, inmates, and people in the community with accessing literacy resources outside of the program, such as information about adult learning centers in the community.

Administration

- Meet regularly with the Executive Director to provide updates on program development and trouble-shoot current challenges.
- Provide required information to Adult Literacy and Learning.
- Revise intake, assessment, and statistical records in accordance with program needs and reporting requirements to funders.
- Collect and update statistical information on literacy clients and programming activities.
- Meet and maintain all requirements set out by the program funders.
- Stay up to date with all courses and certifications required by MALP.
- Publish and distribute the Inside Scoop, which showcases artwork, poetry, stories and letters from contributors in correctional institutions.
- Oversee the 'Get the Story Out' program, where incarcerated parents can record a storybook which is then sent to their child.
- Oversee the distribution of JHSM Workbooks and the workbook certificate program.
- Collaborate with the Accountant regarding the literacy program's resources and budget.

Reporting Relationship

- This position reports to the Executive Director

The John Howard Society of Manitoba is committed to achieving employment equity for designated groups in our workforce.

We strongly encourage applicants who identify as being First Nations, Métis, or Inuit to self-declare in their resume or cover letter.

Closing date May19, 2024 @ 11:59 PM

Please email your resume and cover letter to Matt Sciangula at careers@johnhoward.mb.ca

The John Howard Society of Manitoba
583 Ellice Avenue, Wpg, MB R3B 1Z7

