



EST. 1899

United for Literacy
Littératie Ensemble

35 Jackes Avenue
Toronto, Ontario M4T 1E2
Canada
unitedforliteracy.ca

Charitable Registration Number
10740 8445 RR0001

POSITION AVAILABLE

Title of Position: Community Literacy Catalyst

Term: 34 week contract, October 2024 to June 2025

Hours: Up to 20 hours per week

Location: Corner Brook, N.L

Salary: 22\$ per hour

Note: Only shortlisted applicants will be contacted for an interview.

United for Literacy provides essential, free and accessible community literacy programs that help children, youth, and adults further improve the skills and confidence they need to realize their full potential as literate, empowered, self-reliant, and contributing community members.

Are you looking for an engaging and rewarding part-time position? United for Literacy is hiring a Community Literacy Catalyst (CLC) for our cultural literacy programming in Corner Brook, Newfoundland. Building on our first year of programming and working with community partners, the CLC will plan and organize programs to develop literacy skills, self-confidence and knowledge of Indigenous culture and language among adults and families living in Corner Brook.

As a community catalyst for literacy, the successful candidate will organize literacy programs in a culturally relevant context, incorporating Indigenous media (books/magazines/films), Indigenous languages (Inuktitut, potentially Mikmawisim and/or Innu-aimun with collaborations), and other Indigenous cultural knowledge (traditional foods/art/recreation).

The Community Literacy Catalyst will report to the Regional Coordinator and will meet virtually weekly to collaborate on program planning, community partnership development, and professional development skills.

Overview:

The Community Literacy Catalyst (CLC) will work with the community to meet its learning needs. The CLC will actively involve community members and groups in the design, delivery and evaluation of community-led literacy activities, and will strengthen the community's capacity to manage programs and activities that meet its learning needs and priorities.

Responsibilities:

1) Community Relations, Capacity Building and Partnerships (60%)

- Assess gaps in cultural literacy knowledge, skills and support, and the availability of community resources to fill these gaps
- Identify and leverage community assets and skills





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- Build relationships and partnerships with and among community members and organizations for the meeting of their learning needs

2) Program Design, Implementation and Evaluation (40%)

- Design programs that respond to community needs and interests, and are integrated into the community context and culture
- Adapt and implement a range of programming models to remove barriers to and facilitate participation
- Recruit, train, and support volunteers to deliver programs
- Use a variety of reporting tools (surveys, activity matrices, feedback forms etc.) to evaluate programming outcomes.

Competencies

- Passion/interest for education, Communication, organizational/time management, collaborative, resourceful, adaptable, curious.

Requirements

- Lived Indigenous experience
- Open, positive and reliable
- Strong spoken and written communication
- Experience working with diverse groups and ages
- Able to think critically, prioritize, solve problems and manage details
- Ability to work effectively and efficiently with minimal supervision
- Budget management
- Basic computer skills (MS Word, Outlook, Excel, Power Point and Internet)

Additional Assets

- Prior experience working with Inuit, First Nation or Métis communities
- Experience in facilitating activities for large groups of young children
- Bilingualism (English/Inuktitut)

Working Conditions

- Program delivery in local/home community
- Evening and weekend work required.
- Will work remotely at a distance from supervisor.
- Some lifting.

Compensation:

- Pay will be issued bi-weekly via Direct Deposit
- Wellness time allowance, prorated to the length of the contract





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Please direct your resume and covering letter (optional) to:

Brenna McIntyre

Email: bmcintyre@unitedforliteracy.ca

Fax: 1-866-923-5837

In keeping with our ongoing efforts to promote equity and reflect the diversity of our organization, we encourage applications from Inuit, First Nations and Métis peoples, as well as persons with disabilities and members of visible minorities.

Furthermore, we welcome applications from individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*.

We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the *Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act*, the *Occupational Health and Safety Act*, and all other applicable legislation. We invite applicants to request accommodation, as required, throughout the application and hiring process.

