

Literacy Navigator

About the job

The Literacy Navigator will connect adults in immigrant communities with English instruction, job skills and placement services, and other supportive community resources. The primary focus of the job will be increasing access to beginner-level English instruction in communities hardest hit by the pandemic. Better English skills will help students improve job prospects, support their children at school, gain independence, and actively engage in the local community.

We are looking for a Literacy Navigator to:

- Coordinate registration and enrollment events in immigrant communities.
- Assess adult students for eligibility.
- Enroll students in appropriate ESL services.
- Work closely with teachers and students to ensure attendance and progress in acquiring everyday English skills.
- Connect students with supportive community resources.
- Collect and maintain student demographic and enrollment data, monitor student attendance and progress, and report student outcomes.

Requirements

- Bachelor's degree and several years of work experience (in a field such as teaching, social work, or project management)
- Passion and interest in helping immigrants
- English and Spanish fluency
- Proficiency in basic computer skills
- Independent, organized individual with excellent communication and project management skills.
- Experience or interest in one or more of the following: literacy, teaching, community service, workforce development, cultural diversity.

Other Details

- Start Date: July 1, 2023
- \$20-\$25/hour, based on experience
- Location: Somerset County, NJ (some onsite work at library branches, some virtual work, some work in the LVSC office)
- Hours: 15-20 hours/week; evening and occasional weekend work required
- Applications will be reviewed on a rolling basis

To Apply

Applicants should send a resume to Aimee Lam, LVSC Executive Director, at alam@literacysomerset.org. Please include a brief note describing your interest in the job and any relevant experience not included on your resume.

About Literacy Volunteers of Somerset County

Literacy Volunteers of Somerset County (LVSC) is a nonprofit organization which trains volunteers to teach everyday English skills to adults in the local community. We believe that the ability to read and communicate in English is imperative to leading a productive and functional life and is essential for the protection of individual freedom and equality of all people.

LVSC serves 400 local adults who struggle to read, write, and communicate in English. Our free programs include English tutoring, English conversation groups, and U.S. citizenship preparation. Instruction is provided by a network of 175 trained volunteer tutors.

The Literacy Navigator position is supported by the Greater Raritan Workforce Development Board, Raritan Valley Community College, and the Hunterdon County Educational Services Commission, and funded by American Rescue Plan funds allocated by the Somerset County Commissioners.

LVSC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identify, national origin, veteran or disability status.