



Job Description

Title: Project Specialist (Intern) – Family Literacy

Reports To: Executive Director

Position Description

The Project Specialist (Intern) – Family Literacy is an entry-level position that provides support to the Project Specialist in providing literacy and essential skills for families. This position assists the Project Specialist with outreach initiatives with community groups and other primary stakeholders and helps to identify literacy needs, build local skills, provide relevant resources and tools and provide ongoing support around literacy and essential skills in a family environment.

Duties & Responsibilities

1. Program Support

- Assist with the design and delivery of targeted workshops to increase the capacity of communities to design, deliver, implement and manage their own family and literacy programs and initiatives.
- Assist the Project Specialist in the community to share the knowledge, skills and materials communities need to develop and maintain local literacy programs.
- Research available resources that support family literacy and offer suggestions on literary resources that promote local literacy initiatives for families.
- Produce the tools and training aids for literacy students that enhance literacy training and improve training outcomes.
- Identify potential challenges around literacy programs and recommend timely and realistic solutions.
- Collect relevant statistics and data with the Project Specialist that will measure project effectiveness and evaluate strengths and weaknesses of projects/outcomes.

2. Community Outreach

- In collaboration with the Project Specialist, as required, positively interact with individuals, organizations, non-profits, businesses, and government agencies.
- Assist in the development of information campaigns on the benefits of literacy and specific program initiatives throughout the community.
- Promote the NWT Literacy Council and its programs by sharing information and actively maintaining social media accounts.

- Support local ownership in literacy issues and solutions.

3. Administration

- Provide administrative support for programs, as required, including booking facilities, ensuring supplies are available and communicating with members of the community.
- In partnership with the Project Specialist, provide timely reports and updates to the Executive Director and Program Director on the status of program activities and projects.
- Maintain and update all project, program and participant information in a secure manner.
- Prepare correspondence, reply to emails and produce materials that support family literacy programs and initiatives.
- Answer all general questions regarding family and literacy programs.

Knowledge Skills & Abilities

- Understanding of literacy development issues in the NWT especially as they relate to families and communities.
- Good facilitation skills and the ability to motivate and engage a variety of audiences through on-line or in-person learning to create meaningful learning experiences.
- Strong administrative skills including record-keeping, note-taking, correspondence, proof-reading, document updating and file management and knowledge of using office equipment such as copiers and scanners.
- Familiar with the use of social media to promote programs and build awareness.
- Excellent organizational & time management skills to effectively coordinate projects and activities to meet scheduled timelines.
- Knowledge of Microsoft Office suite including Word, Excel, PowerPoint and search engines and tools.
- Ability to consult with various people and build strong, lasting and mutually beneficial relationships with individuals and groups with varying interests, backgrounds and cross-cultural experiences.
- Ability to use computer presentation programs and desktop publishing software
- Strong English written and verbal communication skills.
- Self-motivated and proactive and able to manage multiple projects successfully.

Education and Experience

- A recent post-secondary degree or diploma in education, early childhood education, community development or social sciences.
- An understanding of community-based literacy programs around the NWT.
- Some experience in working or volunteering with individuals, communities, and organizations to build and/or develop skills.
- Experience working and/or living in a northern context.

Environment

This position is a full-time office position, based out of Yellowknife however, extensive travel to remote, northern communities is required.