



Lewis & Clark Literacy Council

P.O. Box 67, Helena, MT 59624

lcliteracy@gmail.com

Position

- Executive Director

Overview

The Lewis & Clark Literacy Council (L&CLC) is a non-profit, volunteer organization serving adults, eighteen years and older, who are English language learners or adults with basic literacy needs by providing free literacy tutoring. We are seeking a passionate leader to direct efforts aimed at helping adults and their families acquire reading, writing, speaking, and English language skills, as well as workforce and life skills that will allow them to more fully engage with their community and improve their quality of life.

The Executive Director (ED) is responsible for the overall coordination and administration of the organization, within the boundaries set forth by the Board of Directors. The ED will work independently and as part of a team, to coordinate and assist a diverse group of students, tutors, volunteers, donors and resources. General areas of responsibility include program implementation and oversight, student and tutor recruitment and training, fundraising, and grant writing.

Details

- Hours: Part-time 20 hours/week, flexible hours (hybrid: office/at home)
- Location: Helena, MT
- Salary: \$15/hr - \$18/hr (determined by the Board of Directors)
- Benefits: Paid vacation
- Reports to: Board of Directors
- Coordinates: Tutor and student matches (approx. 15-30 people)

Job Duties

- Recruits students and tutors through ongoing publicity efforts.
- Organizes Book Pals (program where adult volunteers read to Elementary students) and recruits volunteers.
- Organizes and teaches tutor-training workshops using an established Powerpoint outline.
- Performs the screening and placement of tutors with students and monitors their ongoing progress
- Monitors scope and effectiveness of existing services on a continuing basis. Makes recommendations to the Board of Directors regarding program operations.
- Provides leadership and administration for fundraising and grant attainment activities.
- Plans public relations events, publicity campaigns and works to improve the visibility

and usage of services provided by L&CLC within the community.

- Updates and maintains organization websites, social media platforms and other related communication channels.
- Meets with and provides an in-person or virtual monthly update to the Board of Directors.

Requirements

- Bachelor's degree from accredited University preferred, however, not required.
- Experience managing or leading people or projects.
- Interested in promoting Adult, ESL and Family Literacy education.
- Able to communicate effectively both verbally and in writing
- Comfortable with and informed about fundraising ideas and techniques.
- Able to build and maintain effective working relationships with students, volunteers, donors, employees, and Board members.
- Experienced in Word, Excel, Publisher, and WordPress. Knowledge of Adobe CS6 a plus.
- Valid State of Montana driver's license and access to own transportation.
- Submit to a background check through Helena Public Schools.

How to Apply

- For consideration, please submit **a letter of application, resume, and two letters of recommendation** to the Lewis and Clark Literacy Council:
 - EMAIL - lccliteracy@gmail.com, Attention: ED Hiring Committee.
 - MAIL - Lewis and Clark Literacy Council, P.O. Box 67, Helena, MT 59624, Attention: ED Hiring Committee.
- Please be sure to address the following in your **letter of application**:
 - Any non-profit experience you have.
 - Any supervisory or management experience you have.
 - Reasons why you're interested in student and/or adult literacy.
 - Experience teaching, tutoring, or providing training for others.
- Recruitment for this position closes at **11:59 pm on Friday May 20, 2022**

The Lewis & Clark Literacy Council is a 501c(3) non-profit, EIN #81-0469892

L&C Literacy Council Executive Director Job Duties

1. Student, Tutor, and Volunteer Recruiting, Training and Management – 30%

- Works with linguistically and culturally diverse client populations.
- Works with Adults with literacy challenges
- Works with volunteers to guide and support them.
- Recruits students and tutors through ongoing publicity efforts.
- Organizes and teaches tutor training workshops.
- Organizes Book Pals
- Supervises student/tutor relationships and coordinates the screening and placement of students and tutors.

2. Organization Administration and Oversight – 40%

- Monitors scope and effectiveness of existing services on a continuing basis. Makes recommendations to the Board of Directors regarding program changes.
- Along with the board, develops and implements a strategic plan.
- Administers the organization's financial policies. Along with the Board Treasurer, ensures the maintenance of the accounting system, books and records to keep proper control over the assets of the organization.
- Along with the Treasurer prepares proposed budget for Board and Finance Committee.
- Ensures compliance with financial reporting requirements.
- Submits an annual report to the Board of Directors and other interested parties
- Establishes and maintains community relationships to facilitate needed support for the organization: i.e., volunteers, funding, recruitment of Board members.
- Maintains a positive and effective relationship with other service providers in Helena and the surrounding area.
- Establishes like relationships with state and national literacy organizations.
- Updates and maintains web and social media presences like the website, Facebook, Twitter and Instagram accounts.
- Promotes a positive image through personal and media contacts.
- Maintains effective working relationships with students, volunteers, donors, employees, and Board members through technology or in person.

3. Fundraising, Grants and Events – 20%

- Presents and promotes fundraising knowledge and ideas.
- Provides leadership and administration for fundraising activities.
- Conducts research to determine opportunities for funding through Grant programs.
- Formulates and prepares Grant proposals.

- Plans public relations events, and publicity campaigns.

4. Other Dues as Assigned or Required – 10%