# Imagine Standards for emailfinal%20english%2008-02**POSITION AVAILABLE**

**Title of Position:** Literacy Catalyst

**Term**: 49 weeks, **21** Hours Per Week

**Location**: Yonge and St. Clair

**Start date**: May 2017

Founded in 1899, Frontier College is a national, non-profit literacy organization that partners with a variety of community-based organizations to deliver volunteer-run programs across Canada. We work with children, teens, adults and families to improve their literacy skills and increase their opportunities.

We are currently seeking a highly motivated individual to join the team at our Yonge and St. Clair location. You will gain valuable skills by working with two unique and exciting programs: Toronto Community Programs for children and youth and Beat the Street, Literacy and Basic Skills (LBS) program for young adults 19 - 29. Frontier College is able to provide this position through the Investing in Neighbourhoods initiative of Toronto Employment and Social Services.

In Toronto we offer a wide range of programs that support adults (Literacy and Basic Skills, Independent Studies, Virtual Learning Portal, Computer Skills and pre-apprentice upgrading) as well as programs for children and youth (Homework Clubs, Parent Workshops, Community Capacity Building, Reading Programs and book donations).

**Overall Accountability**

The Literacy Catalyst will report to the Community Coordinator responsible for the Beat the Street LBS program and will work directly with program staff, community partners and tutors. Members of the Toronto staff team will provide additional training, mentorship and oversight to the Literacy Catalyst.

**Major Duties and Responsibilities**

* Travel to multiple partner sites and deliver presentations to diverse audiences
* Plan and participate in community outreach to build and maintain referral networks, partnerships and enhanced programming
* Research and develop suitable tools and resources for use in child, youth and adult literacy programs
* Support summer literacy activities including reading tents
* Facilitate and support programs, workshops and conferences for children, youth and adults in community settings
* Support tutoring instruction through small group and one-to-one pairs
* Assist with research and evaluation as required
* Support stakeholder engagement through phone calls, interviews and focus groups

**Skills and Attributes**

* Knowledge of literacy and community development in an adult, child- or youth-centred setting
* Comfortable speaking to groups of varying sizes and with diverse populations
* Strong program development and research skills
* Energetic, resourceful and tolerant of ambiguity
* Able to think critically, solve problems and manage details
* Work well independently and as part of a team
* Skills in non-formal education, outreach, networking and facilitation
* Excellent spoken and written communication
* Computer skills (MS Word, Outlook, Excel, Power Point and Internet)
* Organized, able to manage time and multiple tasks
* Positive learning attitude
* Ability to develop and implement new program ideas

**Additional Assets**

* Valid driver’s license and access to a vehicle
* Familiar with OALCF and LBS program framework
* Understanding of the socio-economic factors that impact literacy

**Compensation**: Hourly wage plus 4% vacation pay.

**Interested candidates must be eligible to participate in the Investing in Neighbourhoods program** **and should submit both resumé and covering letter through the Toronto Employment Opportunities System (EOS):** [www.toronto.ca/eos](http://www.toronto.ca/eos) (select *Investing in Neighbourhoods*)

**For the access code to EOS please contact your nearest Employment Centre:** <http://app.toronto.ca/ECPortal/locations.jsp> or call (416) 397-1788.

**Closing date**: April 28, 2017

For more information about Frontier College visit [www.frontiercollege.ca](http://www.frontiercollege.ca)

You will be contacted if you are selected for an interview.

**We are an equal opportunity employer. We welcome applications from diverse 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.**