



LITERACY VOLUNTEERS

CHARLOTTESVILLE / ALBEMARLE

233 4th Street NW, Box L • Charlottesville, VA 22903
(434) 977-3838 • www.literacyforall.org

Literacy Volunteers of Charlottesville/Albemarle Volunteer Engagement Coordinator

- Part-time hourly position (W2 employee), 20 hours per week
- Salary Range: \$21-\$24 per hour, + generous holidays and vacation time

Literacy Volunteers of Charlottesville/Albemarle trains volunteers to work one-on-one with adult students who are striving to improve their reading, writing, and English-speaking skills. We are looking for someone to help us recruit and retain the volunteers we need each year in our tutoring program.

This position reports to the Executive Director, and also works closely with the Program Manager and Program Assistant, getting to know our tutors and ensuring that their volunteer experience is meaningful. Candidate must be comfortable working with people from a wide range of backgrounds and will know how to make our volunteers feel appreciated. The successful applicant will be friendly and outgoing, enjoy juggling a variety of tasks, and be invested in building relationships and an inclusive environment with staff, tutors, and students. While not a requirement, we are especially interested in candidates who speak other languages, as many of our students speak Spanish, Persian, or Arabic. The successful candidate will demonstrate an attention to detail and be comfortable with technology.

Work hours are mostly daytime, with two evenings in the office until 8:00 p.m. Occasional evening or weekend hours will be required for special events and other activities. This is not a remote position.

Preferred Skills/Experience:

- Volunteer management
- Event management
- Comfortable with technology and learning new databases
- Demonstrable writing and editing skills
- Ability to work independently with minimal supervision and exercise sound judgment
- Strong communication and interpersonal skills, including comfort with public speaking. You will be joining a small staff where there is often overlap of tasks; therefore, good communication is essential.

If you are interested in this position, please email a cover letter and your resume to jobs@literacyforall.org. In your cover letter, please tell us anything else you believe would be relevant to your work at a nonprofit organization, including what software programs in which you are proficient. Please put “job application” in the subject of the email. A complete job description can be found at www.literacyforall.org/jobs.

We are committed to building an inclusive organization that represents the people and communities we serve. We especially encourage members of traditionally underrepresented communities to apply for this position, including immigrants, women, people of color, people who identify as LGBTQ+, and people of differing abilities. We recognize that candidates from diverse backgrounds may thrive in new roles. If your experience doesn't exactly match this job description, but you believe you have the skills to do the work, please don't hesitate to apply and explain how your experience would transfer to this role.

Application deadline is July 31, 2024. Applications will be reviewed as they come in, so there is no need to wait until the last minute. Previous applicants for LVCA positions need not apply.