

Job Posting



| Position | Department | Reports to | FTE | FLSA Class |
|----------------------------|----------------------------------|--|-----|------------|
| Implementation Coordinator | Center for Literacy and Learning | Executive Director, Center for Literacy and Learning | .38 | Non-Exempt |

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Scope of Responsibilities:

Coordinate and implement administrative operations for the Center for Literacy and Learning and provide supervision to the after school Tutoring Center.

General Responsibilities:

A. Center for Literacy & Learning

1. Assist in daily administrative tasks including taking phone calls, scheduling appointments, and coordinating logistics for center events.
2. Maintain office efficiency by ensuring the office is organized and welcoming. Identify areas for improvement and implement efficiency-enhancing measures.
3. Assume responsibility for budget implementation and ensure documentation for spending is updated and accurate.
4. Lead marketing initiatives including updating social media platforms with information, educational, and promotional events.
5. Assist with student worker and volunteer coordination.
6. Implement positive communication and public relations between the Center for Literacy and Learning, School of Education, partner schools and the greater community.

B. Tutoring Center

1. Provide supervision to the after school tutoring center: 3-4 times a week from 3:00-6:00 p.m.
2. Support student workers during tutoring planning and implementation.
3. Maintain accurate records of student enrollment, attendance and progress.
4. Input and oversee data in the Tutoring Center's database.
5. Oversee financial tasks such as invoicing and processing payments for tutoring services.
6. Act as liaison between parents, schools, and the Tutoring Center.
7. Communicate positively with all stakeholders.

Supervisory Responsibilities:

Student Level

Qualifications:

1. Current Teaching License
2. Familiar with social media platforms and Google Office Suite
3. Strong interpersonal skills and ability to effectively collaborate with students, stakeholders and partners.
4. Strong Christian faith, commitment and volunteer service experience.

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Status: Part Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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