

JOB TITLE: Assistant Literacy Program Coordinator
ORGANIZATION: Mid-State Literacy Council Inc. (MSLC)
OFFICE LOCATION: 248 East Calder Way #307 State College, PA 16801
REPORTS TO: Executive Director & Program Coordinators
POSITION TYPE: Full-Time up to 38 hours/week, Hourly Monday-Friday
9am-4:30pm with rare evening and weekend hours
Hybrid schedule in-person, offsite, and remote
Travel required using a personal vehicle, mileage reimbursed
HOURLY RATE: \$16.00-\$18.00/hour



ABOUT US:

Mid-State Literacy Council (MSLC) is a nonprofit organization created in 1971 to bring literacy in all forms to adults in Centre and Clearfield counties. From English Language Learners who have immigrated or are residing in the U.S., to adult students who want to improve their reading, writing, math, or digital literacy skills, MSLC volunteers have educated and empowered thousands of community members in its 50+ year history.

JOB DESCRIPTION:

MSLC seeks a dedicated, organized, community-oriented Assistant Literacy Program Coordinator to support and deliver basic literacy (including digital literacy) instruction to adults throughout Centre and Clearfield Counties. This is a public-facing, entry-level position ideal for individuals interested in adult education, nonprofit program coordinating, or social services. The Assistant Literacy Program Coordinator serves as a primary point of contact for students, volunteers, and community partners, while also providing direct literacy instruction to individual learners and small groups of adults. Learners may include GED candidates, older adults, English language learners, and any adult developing foundational reading, writing, math, communication, and digital literacy skills. Training, curriculum, and instructional support will be provided.

ESSENTIAL RESPONSIBILITIES:

Program Coordination Assistance and Community Outreach

- Support Program Coordinator(s) with volunteer and student services including:
 - Logistical coordination with community partners for offsite literacy instruction
 - Accurate and timely data entry and recordkeeping for internal reporting and grant compliance
 - Student recruitment, intake, assessments, orientation, and communication as needed
 - Volunteer recruitment, intake, training, scheduling, and communication as needed
- Represent MSLC at outreach events, meetings, and community activities as requested

Instruction and Direct Service

- Deliver basic literacy and digital literacy instruction to adult learners in one-on-one and small group public settings throughout Centre and Clearfield Counties using MSLC-provided curriculum
- Prepare and organize instructional materials for workshops and classes
- Demonstrate confidence in small group facilitation in classroom and community settings
- Support a respectful, inclusive learning environment for adults of all ages and backgrounds

Reception and Office Support

- Serve as an initial point of contact for general literacy program information
- Greet visitors and create a welcoming, inclusive office environment
- Respond to phone, email, and in-person inquiries and route questions to appropriate staff
- Assist the Executive Director with office supply management and administrative support

JOB REQUIREMENTS:

- High school diploma or equivalent required; Bachelor's degree preferred
- Experience with non-profit organizations as an employee or volunteer
- Demonstrated interest in basic literacy, digital literacy, and adult education
- Ability to work effectively with adults of diverse ages, cultures, backgrounds, and abilities, including older adults, English language learners, and adults with diverse learning abilities
- Reliable personal vehicle and willingness to travel throughout Centre and Clearfield Counties
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks
- Strong verbal, written, and digital communication skills
- Confidence with public speaking and engaging groups of adult learners
- Flexibility, empathy, cultural sensitivity, and professionalism
- Ability to maintain confidentiality related to student and volunteer information
- Proficiency with Microsoft Office, Google Suite, and social media and ability to learn additional tools

DESIRABLE ATTRIBUTES:

- Passion for supporting adult learners and volunteer educators with basic literacy and digital literacy
- Experience or interest in community outreach or partnership development
- Active involvement in civic, educational, and/or social organizations

WORK ENVIRONMENT:

This position is based out of MSLC's State College office, with regular off-site instruction at community locations, and opportunities for limited remote work. The role involves frequent interaction with students, volunteers, staff, and community partners. Training, curriculum, and instructional support will be provided. Flexibility, collaboration, and a team-oriented mindset are essential. Mileage is reimbursed at the federal rate.

COMPENSATION AND BENEFITS:

Wage: \$16-\$18 per hour, based on experience and credentials

Paid time off (PTO) accumulated at 1 day per month and federal Holidays

APPLICATION PROCESS:

To apply, please submit a resume and cover letter outlining your qualifications and interest in the position to Bridget Schell, bschell@mid-stateliteracycouncil.org. *Anticipated start date: April 1, 2026*

STATEMENT ON EQUITY AND JUSTICE:

We believe in creating a culture where inclusiveness is a standard, everyday practice. To achieve this end, we are dedicated to ongoing dialogue and examination of all aspects of our organization to ensure that our volunteers, students, tutors, staff, and leadership may participate in a meaningful way in our literacy programs. We are committed to fostering and maintaining an equitable environment where all the diverse individuals in our community feel empowered to achieve their literacy and life goals.

EEO STATEMENT:

Mid-State Literacy Council is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description.