



Deny the ordinary.

Do extraordinary things at Portage College.

Family Literacy Program Facilitator

Location: St. Paul campus

Position type: Part-time (.70) term ending on or before June 30, 2018

Salary: \$2,663 to \$3,454 per month (70% of full-time salary)

Job number: 17-ASB5-44-PC

Posting date: August 25, 2017

Closing date: September 8, 2017

ABOUT THE POSITION

This position in the St. Paul region is responsible for implementing family literacy programs to help strengthen adult literacy skills of parents/caregivers, to enhance the early oral language development of their pre-school children, to support and foster the involvement of parents in their children's learning and to enhance community-based partnerships that support the development of language and literacy skills of families. Key areas of responsibility include:

- Provide group-based literacy-related activities, songs and rhymes, parenting skills and time for parents to network and talk about their children and challenges and rewards as a parent.
- Liaise with community organizations/agencies, schools and other government and not-for-profit agencies (i.e. Manawanis, FCSS, Children's Services, Alberta Health Services, etc.) to increase awareness of the Literacy Program.
- Attend interagency meetings, career days and other community events to increase awareness of the Literacy Program; Plan and host literacy events in the community.
- Participate in ongoing research and training and development to increase knowledge in literacy programming.

QUALIFICATIONS AND EXPERIENCE

- Diploma or certificate as an Educational Assistant or in the human services field. Equivalencies may be considered.
- Previous experience implementing literacy programs that are family-focused, engaging and enhance the development of literacy skills; must have strong planning and facilitating skills.
- Strong relationship-building and networking skills.
- Applicants must be sensitive and understanding of the changing needs of the parents, family and community.
- Experience working with rural, northern and Aboriginal communities and knowledge of Aboriginal culture.
- A thorough understanding of the development stages of childhood.

- Excellent verbal and written communication skills are required.
- Strong skills in organization, multitasking, data entry and telephone etiquette.
- Ability to work independently, but also part of an integrated and dynamic team.
- Proficient with computers, especially MS Office.

ABOUT OUR COLLEGE & WORKING HERE

Portage College has been serving the region for nearly 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in business, health and wellness, human services, university studies, food sciences, trades and technical, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension and benefits plans and have access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops. Our employees' dependants can also apply for tuition bursary discounts if they enroll in a program at Portage College.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience, and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at 780-623-5747.

Please note we don't accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.