



Literacy Source

WSC AmeriCorps Service Position Description 2024 – 25

TITLE

Adult Basic Education (ABE) & Digital Literacy (DL) Instructional Support

LOCATION

Hybrid online/in-person at home and at Literacy Source Center - 3200 NE 125th St, Seattle, WA 98125 (Lake City neighborhood).

ORGANIZATION BACKGROUND

Literacy Source is a non-profit community learning center in Seattle providing free instruction to more than 800 low-income adults annually from marginalized and underserved populations. For 36 years we have provided classes and tutoring for English to Speakers of Other Languages (ESOL), Adult Basic Education (ABE), General Education Development (GED) test prep, Citizenship, Work, and Digital Literacy skills.

Literacy Source partners with adults working to gain skills and education to create new opportunities for themselves, their families, and the community.

More at www.literacysource.org.

MISSION

- **Lifelong Learning:** We believe that all adults can learn and grow.
- **Equity:** We create equal access to education because systemic injustices and oppression lead to unequal opportunities and barriers to participation.
- **Inclusion:** We foster an inclusive and multicultural space in which all cultures, traditions, social identities, and ways of knowing are respected and welcomed.
- **Collaboration:** We seek out the knowledge and experience of our community and work with others on shared goals.
- **Integrity:** We are honest and accountable to each other and our community.
- **Celebration:** We believe learning is fun and empowering and deserves to be celebrated alongside the community we're building together.

ORGANIZATION VALUES

POSITION DESCRIPTION & DUTIES

The AmeriCorps member will work to increase learning opportunities for economically disadvantaged immigrant and refugee adults in our community. In addition to teaching small group classes, they will provide ongoing support to students, and volunteer classroom assistants and tutors. Duties and responsibilities:

- Manage a caseload of 10 -20 students, conduct intake interviews and ongoing assessments to help students establish a learning plan.
- Connect students with other learning opportunities and resources to help them achieve their ABE/GED/DL, and life, goals
- Plan and teach classes incorporating ABE/GED and beginning DL skills
- Help volunteers implement supported computer lab time for students to improve DL skills and access online learning opportunities
- Recruit, curate training for and train volunteers to serve as ABE/GED or integrated DL tutors, to provide support to students to increase DL skills
- Develop and implement supported computer lab time for students to access online opportunities and/or prepare for the GED
- Run quarterly DL trainings (in-person and Zoom) for new students and volunteers and include 3 new and effective volunteer instruction practices

MINIMUM REQUIREMENTS

- Be at least 18 years of age
- U.S. citizen, national, or legal permanent resident of the United States
- Availability fulltime 40 hours per week from Sept. 3rd, 2024, to July 15th, 2025

- Pass NSCHC background checks

**DESIRED
QUALIFICATIONS**

- Literacy Source is working to become a fully inclusive, multicultural, anti-racist organization. Commitment to this work is essential.
- A strong ethic of service and commitment to anti-poverty work
- Demonstrated interest in working in adult education/digital literacy, and/or formal education in this field
- Proficiency in English, ability to communicate effectively both verbally and in writing
- Excellent organizational abilities, project, and time management skills
- Proficiency with Google Suite and MS office programs including Outlook & Teams
- Willingness to maintain a strong work ethic in the face of challenges such as living within the means of the AmeriCorps living stipend
- Experience managing volunteers, and/or working with homeless, diverse, or low-income populations
- Willing to work two evenings and occasional weekends.

**COMPENSATIONS
& BENEFITS**

- Basic health coverage
- Education Award (\$6,495) upon successful completion of service
- Childcare assistance
- Monthly living allowance before taxes: \$2,276.19
- Member Equity Enhancement Stipend (Income-eligible applicants)
- Full training

HOURS

40 hours per week (1,700 total). Sept. 3rd, 2024– July 15th, 2025

HOW TO APPLY

Send a cover letter and resume to Caroline Socha: carolines@literacysource.org

CLOSING DATE

Rolling interviews start on May 1st 2024, and continue until the position is filled.

Literacy Source is an equal opportunity employer that celebrates diversity and does not discriminate on the basis of sex, gender identity, sexual orientation, religion, race, color, physical or developmental ability or ethnic origin in the hiring of its personnel. We strongly encourage applications from people of color, immigrants, refugees, women, people with disabilities, members of the LBGTQ community and other underrepresented and historically marginalized groups.