

## **Bowen Island Arts Council**

589 Artisan Square Box 211 Bowen Island V0N 1G0 Tel: (604) 947- 2454 website: [www.biac.ca](http://www.biac.ca)

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### **Job Posting Bowen Island Community Literacy Outreach Coordinator**

#### **Background**

2010 Legacies Now supports community literacy through the provision of funds to develop and implement a Community Literacy Plan. Bowen Island residents and organizations developed a Community Literacy Plan in 2009 and are currently hiring a Literacy Outreach Coordinator to work with the community to implement the Plan.

#### **Purpose**

The Community Literacy Coordinator will provide leadership for community development that focuses on building and enhancing literacy services, programs and networks within Bowen Island. Working closely with a Community Literacy Task Group, the coordinator will implement the actions identified in the Bowen Island Community Literacy Plan and facilitate processes to further identify activities that will continue to enhance community literacy and coordination on Bowen Island. Key responsibilities are:

- Identify and organize appropriate stakeholders to participate and support community literacy development activities
- Implement the Bowen Community Literacy Plan with a focus on those identified groups of highest need in the community
- Organize and facilitate task group meetings or other community meetings to identify priority services, literacy gaps and potential partnerships
- Create mechanisms to improve collaboration and communication among service providers and organizations Bowen island and where appropriate with the mainland
- Lead, organize, implement processes that will result in enhanced services and improved access to community literacy
- Provide support in acquiring and building local resources to sustain new programs
- Provide relevant information and tools to task group, community groups and other stakeholders
- Liaise with the North Shore Community Task Group
- Provide written reports to the Bowen Island Literacy Task group, Legacies Now and the West Vancouver School District Community Literacy Plan as required

The Literacy Outreach Coordinator will report to the Chair of the Literacy Task Group. Bowen Island Arts Council is the steward of this community development project.

#### **Qualifications/Requirements**

- Experience in community development and/or community planning processes

- Relevant post secondary education and/or experience related to literacy, learning and/or human services
- Knowledge and understanding of literacy and community-based planning processes and understanding of capacity and strength building approaches
- Proven ability to work independently, facilitate groups, organize and manage projects and develop partnerships
- Experience in leading and evaluating inclusive community processes
- Excellent written and verbal communication skills and ability to use computers and the web to convey information effectively
- Knowledge of Bowen Island and established contacts with relevant stakeholders in the Bowen community is highly desired

**Terms:** 11 month contract 15 hours per week

**Salary:** \$26.00/hour 12% in lieu of benefits

**Closing Date:** March 5, 2010

***The Bowen Island Community Literacy Plan can be viewed on the BIAC website at [www.biac.ca](http://www.biac.ca)***

Please send cover letter and resume to:

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