



# LITERACY COUNCIL of Western Arkansas

<b>Position Title</b>	<b>Programming and Event Coordinator</b>
<b>Organization</b>	Literacy Council of Western Arkansas
<b>Department</b>	Office
<b>Address</b>	300 South 11 <sup>th</sup> St, Fort Smith, AR 72901
<b>Supervisor Name</b>	Bente Eriksen
<b>Supervisor Contact</b>	(479)783-2665/bente@lcowa.com

## TERMS OF EMPLOYMENT

**A. BACKGROUND CHECKS:** This position does not require a background check.

### **B. ELIGIBILITY**

- a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2022.
- b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way.

### **C. WORK SCHEDULE & CONDITIONS**

- a. This is a full time (35 hours per week) position and times are flexible.
- b. This position is not eligible for sick, vacation, and holiday leave during employment.
- c. Work in an office environment.

### **D. SALARY & BENEFITS**

- a. SALARY. The individual shall receive a \$4,200 salary distributed during normal pay cycles for the duration of employment.
- b. PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and two professional development opportunities.
- c. PROFESSIONAL DEVELOPMENT. The intern will have the opportunity to learn about programming and development, as well as the operations of the organization. The intern will be able to attend professional development opportunities provided to the staff of the Literacy Council, including meetings, training, and webinars. In addition, the Literacy Council will build a curriculum of training modules relevant to the intern's focus area. The intern will be able to access a variety of modules through the Literacy Council's resources, including ProLiteracy, which is a national organization that provides high-quality resources to support literacy and adult education.

### **E. EVALUATIONS**

- a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

## RESPONSIBILITIES



# LITERACY COUNCIL

## of Western Arkansas

### A. POSITION PURPOSE

- B. The intern will work closely with our Program Director and Executive Director. The Literacy Council has taken on Taste of Fort Smith, to be renamed Taste of the River Valley coming in Fall of 2022, and the intern will assist in helping to organize volunteers and the event. Additionally, the intern will be tutoring, preferably in Health Literacy. These projects will provide the opportunity to learn a variety of transferable skills, including organization, coordination, digital skills, collaboration, and interpersonal skills.

### C. DUTIES

- a. Assist the Executive Director and Program Director in planning, coordination, and execution of LCOWA programs, fundraisers, and initiatives.
- b. Attend and assist with required meetings, including the Literacy Council's annual meeting.
- c. Tutor at least one adult learner in any approved subject.
- d. Assist with the organization of donated resources for our volunteers.
- e. Assist with recruiting volunteers, tutors, and students.

### D. COMMUNITY IMPACT

- a. Part of the project is to help with an event that for over 25 years was a landmark in Sebastian County, revitalizing the Taste of the River Valley will not only help raise needed funds during the pandemic but also help spread the message of our mission. Our programs provide a direct service to under-served populations through a variety of programs, including ESL and Citizenship. Our programming helps adult learners acquire basic skills to thrive in the community, work, and at home, therefore making our community a healthier, happier place. The intern will have the opportunity to make a difference in the life or lives of our adult learners.

## QUALIFICATIONS

- A. Writing, interpersonal skills, public speaking, High School Diploma or Equivalent
- B. Flexible, adaptable, and proactive
- C. Effective communicator
- D. Organized and detail-oriented
- E. Event planning/coordination experience or the strong desire to learn
- F. Must be able to work independently and as part of a team

## LEARNING OBJECTIVES

### A. CAREER DEVELOPMENT

- a. The intern will not only learn working knowledge and understanding of nonprofit management, but also greater knowledge of event coordinating and building personal relationships through community engagement.

### B. SKILL DEVELOPMENT



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- a. Public speaking
- b. Event coordination
- c. Marketing
- d. Time management
- e. Internal and external communication

**C. PERSONAL GROWTH AND DEVELOPMENT**

- a. The intern will be a part of a team to bring back and develop fundraisers while addressing the needs of the community during the time of Covid-19. They will learn how to work in a team and hopefully gain self-efficacy.
- b. The opportunity for personal growth through interaction with a diverse population, including those learning English, working towards becoming citizens, or reentering society.

**SIGNATURE (this will be signed at the point of employment with the student)**

<b>Employee Name</b>	<b>Supervisor Name</b>
<b>Employee Signature</b>	<b>Supervisor Signature</b>
<b>Signature Date</b>	<b>Signature Date</b>