

Position Announcement

The Mattoon Public Library is looking for a program director for its family literacy initiative. The Family Literacy Director is responsible for managing a grant-funded program that delivers on five components: adult basic education, children's education, parenting education, interactive family activities and library services.

This position reports to the Library Director, works with the Community Engagement Director and a team of people contracted to deliver services. The program has partners in the Mattoon School District and Lake Land College adult education program.

Key Responsibilities:

- Plan, implement, and oversee the five components of the Family Literacy Program.
- Recruit, train, and supervise contracted educators and support staff.
- Identify and engage eligible families; conduct intake and literacy assessments.
- Work with Library Director to accurately and timely deliver program reports on a quarterly basis. On an annual basis, work with Library Director on grant application to the Illinois state literacy office.
- Work with our partner agencies that are Mattoon Community Unit 2 and Lake Land College adult education as well as other community partners to coordinate complementary programming. The director also works with other community partners and volunteers who assist with some of our family programming.
- Ensure delivery of adult basic education for those whose reading or math are below the eighth grade level. Experience working with adults is beneficial.
- Work closely with the Library Director and community partners to ensure alignment with local needs and grant requirements.
- Help with administrative tasks, ensuring compliance, accurate documentation, and timely reporting.
- Track outcomes and feedback to improve program effectiveness. Meet with state literacy staff as needed.

Preferred Skills & Qualifications:

- Proven experience in program coordination, education, literacy, or family services.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities, especially when working with diverse populations.
- Ability to conduct educational assessments and adapt programming accordingly.
- Experience supervising staff or volunteers.
- Familiarity with community outreach and engagement.
- Knowledge of adult education, child development, and literacy development.

Additional Information:

- The position may be structured as a part-time library employee role or as a contracted position. As a contractor, annual pay between \$12,000 and \$15,000 for 25 to 30 hours per month on average.
- Flexibility in scheduling is required, including occasional early evenings.
- Reliable transportation may be necessary for outreach and off-site programming.
- Fun, yet rewarding work environment.

To Apply:

Submit a cover letter and resume to info@mattoonlibrary.org.

Applications will be reviewed on an ongoing basis until the position is filled.