

Part-Time Program Coordinator's / Fund Raising Specialist Job Description

Responsibilities

1. Assist ED in solicitation of new tutors through community involvement, speeches, and media, when needed.
2. Assist with Tutor Training Workshop and orientation of tutors to their job as needed, or provide tutors with online resources to allow for professional development.
3. Maintain communication with supporters through a newsletter as well as letters informing them about how their funds were used.
4. Assist in gathering information for reporting to funders, to include student hours, volunteer hours, files, etc., keeping information in a central and accessible location and/or database.
5. Schedule at least 6 office hours per week, with half of those hours spent directly with ED.
6. Send reminders to board members about monthly meetings, and if needed, secure location.
7. Assemble manuals for new board members.
8. Request vacation time through the Executive Director and make up any hours missed.
9. Assist ED with public relations through meetings, letters, and speaking engagements, if ED is unavailable. Assist with local literacy nights, if schools are available.
10. Maintain contact with literacy web sites and keep abreast of adult education legislation and other news.
11. Attend conferences once a year, or gain professional development through online resources or webinars. Attend appropriate United Way Training Sessions, when appropriate.
12. Participate in recognition of the accomplishments of tutors, students and others.
13. Assist ED, and serve as Chairperson for at least one fundraiser per year, to include save the date, packets and marketing, reservations, delegating donation solicitations for silent auction, engaging board members, tax letters, thank you's and collections.
14. Shadow ED when he/she is writing grants, to ensure all grants are completed and delivered on time.
15. Assist group instructors with intake process, assessments, and/or orientation if necessary.
16. Assist in maintaining website (communicating with tech person), facebook, and twitter or other social media that may be utilized to spread our message.
17. Make sure marketing materials (brochures, newsletters, flyers) are available in visible locations.
18. Assist with Annual Retreat.
19. Maintain a relationship with the R.J. Kleberg Public Library and give library tours when needed.
20. Set up a booth at community events when schedule and budget allows, and if ED is unavailable or needs an additional set of hands.
21. Serve as the assistant to the ED during any and all KCALC responsibilities.