



FLORIDA LITERACY COALITION, INC.

### **Education and Training Coordinator (Orlando)**

The Florida Literacy Coalition (FLC) is a non-profit organization that promotes supports and advocates for the effective delivery of quality adult and family literacy services in the state of Florida. The Education and Training Coordinator is responsible for organizing and managing a range of professional development events, including the Florida Literacy Conference, and other related projects.

Duties include:

1. Manage the planning and implementation of the Florida Literacy Conference.
2. Schedule and coordinate training and professional development events, including face to face and online webinars/courses.
3. Research locations for professional development offerings (including the Conference) and negotiate related hotel/venue contracts.
4. Contribute to *Literacy News*, the State Literacy Resource Center's newsletter.
5. Promote and maintain FLC e-mail discussion lists.
6. Coordinating FLC's training material grants.
7. Identify literacy resource materials to share with Florida literacy practitioners via e-mail, newsletter, social media and the Coalition web site.
8. Promote FLC services and represent organization at meetings and other events as required.
9. Help administer FLC's data base.
10. Process travel reimbursements for training session attendees.
11. Recruit and supervise FLC intern.
12. Collect and compile information for grant deliverables.
13. Assist with special projects and perform other duties as assigned.

Requirements:

- Bachelor's Degree from an accredited college or university and three or more years of related work experience, preferably including meeting planning.
- Organized, detail-oriented with excellent logistic and problem solving skills.
- Effective written and verbal communications skills.
- Ability to independently manage and execute multiple projects in a timely manner.
- Flexible in meeting changing program needs.
- Proficient computer skills, including word processing, spreadsheet, Internet, and database.
- Teaching/training experience in adult education a plus.

Full time salaried position with benefits. Salary range: \$32,000 - \$36,000

Please send resume and cover letter to [jobs@floridaliteracy.org](mailto:jobs@floridaliteracy.org) and indicate that you are applying for the Education and Training Coordinator position.