POSITIONTITLE: BCNC Literacy Partnership Program (BLPP) Coordinator
START AND END DATE: 2 year position (September 2016 - May 2017 & September 2017 - May 2018)
HOURS PER WEEK: 10 hours/week
COMPENSATION: Hourly rate ($11.00)

Description of Position and Duties: The BCNC Literacy Partnership Program (BLPP) is a literacy campaign whose mission is to promote literacy among Boston's elementary and middle school aged students. Boston College students (graduate and undergraduate) receive work study funds to serve as tutors at local elementary schools.

The program coordinator is responsible for: • Recruiting, selecting, and training eligible Boston College students to work as tutors • Serving as a liaison between the BCNC, tutors, and schools via communication with site facilitators • Providing orientation, ongoing support, and supervision to tutors • Managing scheduling, payroll, and other administrative duties of program • Facilitating ongoing workshops for tutors to provide support, community building, and opportunities for reflection • Creating and overseeing a monthly newsletter, as well as social media accounts for the program

Qualifications of Applicant: Boston College Graduate Student who has: • Strong organization skills • Strong interpersonal and communication skills • Experience working with schools or in a school setting is helpful • Efficient time manager • Self-motivator

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