

## Literacy Volunteers of Chautauqua County

10 Park Place

Fredonia, NY 14063

### Assistant Director- Job Description

Literacy Volunteers of Chautauqua County is looking for a new addition to our literacy team. We are seeking a competent Assistant Director to support the Executive Director in the organization's planning, student testing, and fundraising. This person will also be working to expand our services. The position reports to the Executive Director.

#### Duties include:

- Assist in developing and implementing plans and goals for LVCC
- Test Adult Basic Education and English as a Second Language students
- Assist with public relations and marketing with Executive Director and Public Relations & Marketing Coordinator
- Maintain schedule of events and represent the organization when needed
- Work with the Executive Director to coordinate and supervise operations, including fundraising
- Assist with grant writing and research
- Act as liaison to the Jamestown area tutors, students and other agencies
- Fulfill additional duties as assigned by the Executive Director

#### Requirements

- Outstanding communication and public speaking skills
- Excellent organizational, leadership, and problem solving skills
- Reliable transportation
- Proficient in MS Office

Position is for 20 hours a week at \$15.00 per hour

Application instructions: Please send a resume and cover letter to [lvacc@netsync.net](mailto:lvacc@netsync.net)

Attn: Julie LaGrow Executive Director