



Literacy Through Hip Hop (LTHH) Community Program Coordinator

Job Description

Contract period: 12- 18 months
Weekly schedule: 40 hours including some evenings and weekends
Salary: 36,000-41000/year

Parkdale Project Read is a progressive, multi-racial community literacy program. We work with adults in the community who are fluent in English, and who want to improve their basic reading, writing and math skills. We receive funding to deliver and improve literacy services to adults in the Parkdale community.

Literacy Through Hip Hop is a non-profit organization that seeks to improve the literacy of disengaged students grade 6-8, through using hip hop as a teaching tool.

The Coordinator is responsible for the successful implementation and management of LTHH programming and curriculum. The Coordinator will oversee programming at as many as 10 locations. The Coordinator will be responsible for managing sites, as well as LTHH instructors. The Coordinator will report to LTHH's Executive Director. We are looking for a leader with experience in program planning and management (ideally youth programming), human resources, community outreach, community relations and advocacy.

The position will include:

- Identifying, coordinating and delivering Literacy Through Hip Hop programming at numerous sites throughout the GTA
- Facilitating LTHH sessions when required
- Coordinating special events, workshops, and media requests as needed
- Completing office and clerical tasks related to program delivery, including typing correspondence and report documents, maintaining filing system, data entry and photocopying/collating materials

We are looking for a person with:

- Knowledge of the special needs of youth and the issues youth struggling with literacy face
- Strong understanding of the strengths, challenges and needs of youth, particularly from differing backgrounds socio-economically and culturally.
- Experience working as part of a team
- Excellent written and oral communication skills
- Strong administrative, organizational and time management skills
- Solid computer and internet skills
- Flexibility to work at least two evenings per week



- ❑ An ability to develop equal relationships with people of different cultural and class backgrounds
- ❑ Experience in youth outreach work

Deadline for applications is Friday August 3rd, 2007.

Please email, fax or mail your resume and cover letter to:

Attention: Jason Shrouder-Henry or Shahmeer Ansari
c/o Parkdale Project Read
1209 King St. West, Unit 2
Toronto, Ontario M6K 1G2
Fax: 416-531-5710
Email: info@lthh.org

Literacy Through Hip Hop is an equal opportunity employer and strongly encourages members of equity groups to apply.