



## **Open position**

### **Resource Specialist**

Responsibilities include:

1. Research new resources, and maintain and update content for Resource Center website.
2. Contribute to and do layout for Resource Center e-newsletter.
3. Coordinate, edit and format annual adult learner essay book.
4. Provide Hotline callers with information (in English and Spanish) about local adult education and literacy programs. Serve as first point of contact for callers.
5. Coordinate communications and marketing to promote Hotline/referral service.
6. Research and provide resources to local programs as needed.
7. Manage FLC social media, Google Analytics and Google Adwords accounts.
8. Serve as a resource for integrating digital literacy and technology in adult education.
9. Update and help maintain FLC data base. Do reports and queries as needed.
10. Maintain Resource Center Clearinghouse materials, fill requests for ordered materials.
11. Distribute mail and maintain adequate levels of postage, supplies and materials.
12. Supervise work study position through Rollins College.
13. Coordinate and oversee registration for the Florida Literacy Conference.
14. Manage Southwest Airlines ticket contest and other projects as needed.
15. Manage membership system.
16. Assist with special projects and perform other tasks as assigned.

#### **Requirements:**

Qualified candidates should have a bachelor's degree and good organizational, technology, communications and interpersonal skills. Experience in conducting online research, document design, writing, project management, using technology (including Adobe Creative suite), and working with databases is preferred. Candidates need to be Bilingual in English and Spanish.

Full time with benefits.

Please send cover letter and resume to [jobs@floridaliteracy.org](mailto:jobs@floridaliteracy.org)

Please indicate position title in subject line.