Virtual Lead Literacy Instructor
*(will transition to in person when safe)*

Part Time Position Description
Detroit

Organization and Background
The Center for Success Network is a nonprofit organization committed to impacting youth in disadvantaged areas through education and exposure to social interactions and activities. We believe that if we impact the next generation, we change our future.

Our Mission.
Uniting community with literacy to empower our students on their journey of education.

Our Vision.
To open centers nationwide that will impact youth and their families for generations to come.

Organizational Values:
- Diversity, Community, Growth, Connection

Position Description
The Center for Success Network Virtual Lead Literacy Instructor hosts, schedules and monitors virtual literacy mentor sessions, ensures materials are available and accessible, and engages consistently with youth, mentors, and families.

Job responsibilities include:
- Participate in the creation and updating of needed program materials, in coordination with leadership staff
- Sending consistent reminders to families and potentially mentors
- Monitor and support students and mentors to facilitate strong relationships
- Develop and maintain positive, connected, solution oriented relationships with caregivers, students, and mentors
- Ensure timely and accurate records of mentor and student attendance and enrollment information
- Meet regularly with leadership staff to maximize program quality and provide staff voice
and input.

- This includes 1 monthly staff meeting, a team meeting every 2 to 4 weeks, and consistent attendance to Equity Learning Community meetings.
- Support literacy mentors with completed lessons in student folders and consistent feedback in the mentor log after each session
- Host and monitor a minimum of two and maximum of three zoom sessions twice each week to ensure student safety and mentor support

Preferred Qualifications
The successful candidate must believe in the core organizational values of Center for Success Network and be driven by the organization’s mission and vision. We are seeking a high-energy Lead Literacy Mentor who is mission-driven and self-directed, skilled in volunteer management, and excited about working in a fast-paced environment. Candidates should possess the following qualifications:

- A clear understanding of academic and literacy development and a passion for working to help children succeed
- Preferred bilingual in English and Spanish
- Highly organized organizational skills
- Ability to plan, prioritize, and coordinate multiple projects simultaneously
- Excellent interpersonal and written communication skills
- Commitment to efficient use of resources
- Experience managing a large number of volunteers and supervising multiple staff Members
- Experience with email, databases, Microsoft Office software, Google Applications.

Compensation
12 hours per week, or 25 hours per week, $18-$20/hour or commensurate with experience. Must be available Monday-Thursday between 3:30 and 6:30pm.

To Apply
Please send a cover letter that captures why this position is a great match for your skills and interests, along with your resume to heidi.miller@center4success.org. Please include the job title in the subject line.