



Yukon Literacy Coalition Job Description

Job Title: Family Literacy Community Outreach Program Coordinator

Job Summary:

The Community Outreach Program Coordinator works as a member of the Family Literacy team, under the direction of the Family Literacy Outreach Manager. This position focusses primarily on the design and facilitation of family literacy outreach programs throughout the Yukon.

Duties Include:

- Creating family literacy videos
- Updating media platforms
- Engaging in various event media promotions
- Working closely with local and community partners
- Delivering outdoor programming at our summer location the Pioneer Hotel
- Soliciting and distributing book donations
- Completing reports and required paperwork
- Assisting with operations, activities, and upkeep of the Family Literacy Centre
- Assisting with related family literacy projects

Required Knowledge, Skills and Abilities:

- Passion for early learning
- Knowledge of child development, parenting, and family dynamics
- Awareness of community services, groups, and resources for families
- Strong communication skills
- Able to practice non-judgment and maintain professional boundaries
- Can lift and carry 30+lbs
- Flexible availability and willingness to travel
- Comfortable singing, dancing, and being silly with children and families

Required Training and Experience:

- Post-Secondary degree in child development, education, social work, family literacy, and/or equivalency
- Proven experience working with Yukon First Nations and other community partners
- Standard First Aid and CPR-C or willingness to obtain
- Valid Yukon Driver's license and access to vehicle
- Clear Criminal Record Check with Vulnerable Sector search