

Distance Learning Coordinator

Minnesota Literacy Council: Open Door Learning Centers



Seeking individual for part-time Distance Learning (DL) Coordinator position supporting the Minnesota Literacy Council's Open Door Learning Centers. This benefits-eligible position is 20 hours per week, with a variable but flexible schedule Monday through Friday, to include both morning and evening hours. The DL Coordinator works with the Senior Manager for Educational Technology and Digital Literacy to build and maintain a comprehensive Distance Learning program for adult learners across multiple sites. They will help individuals gain or improve their computer literacy, language, and academic skills through supported online learning using a variety of state-approved distance learning applications. The starting pay range for this position is \$19.39 - \$21.54/hour, along with a generous benefits package.

Specific responsibilities of the **Distance Learning Coordinator** include, but are not limited to:

- Recruit, register and orient students for distance learning.
- Select learning content for students in distance learning applications.
- Train staff and volunteers on DL applications; create documentation where necessary.
- Monitor student progress on DL applications and provide feedback to students on their progress.
- Communicate with teachers and site coordinators about student progress in DL.
- Support learners and volunteers working in on-site computer labs.
- Seek opportunities to grow distance learning programming and increase student hours and learning gains.
- Coordinate the Distance Learning Computer Scholarship.
- Assist with DL proxy hour reporting.
- Establish systems for accurate DL data collection and reporting.
- Stay current with changes in MNABE Distance Learning policy and software changes, and communicate updates to learning center staff.
- Assess technology needs in on-site computer labs and communicate with the Technology Administrator to ensure labs run effectively.
- Participate as member of learning center team, attend learning center meetings, attend staff meetings, etc.
- Ensure a safe and positive learning environment.

Required Qualifications:

- Bachelor's degree in education or related field, or equivalent combination of education and experience.
- Proficient in computer use, including MS Office programs.
- Familiarity with distance learning applications, such as Edmentum Courseware, Khan Academy, Read Theory, and MobyMax.
- Strong verbal and written communication skills.
- Ability to organize and coordinate challenging and diverse tasks in an efficient manner.
- Ability to problem solve and multi-task.
- Understand needs, strengths and barriers confronting adult learners who may be low-income, unemployed, and/or refugees/immigrants.
- Ability to work a flexible schedule (both A.M. and P.M. hours).
- Commitment to literacy and social causes.

Preferred Qualifications:

- Previous experience with Adult Basic Education programming or similar experience strongly preferred.
- Experience managing volunteers a plus.
- Driver's license and reliable transportation strongly preferred.

To apply, please email cover letter and resume with **Distance Learning Coordinator** in the subject line to hr@mnliteracy.org. Open until filled; priority given to applications received by **Friday, August 23**.

The Minnesota Literacy Council fosters an organizational culture that is welcoming and inclusive to all. See our full diversity, equity and inclusion statement here: <https://mnliteracy.org/about/diversity-inclusion>. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**