



Position Title: **Literacy Assistant**  
Reports to: Literacy Program Coordinator  
**Flexible, Part-time, 10-20 hrs/week, \$20/hour**

Position to assist Literacy Program Coordinator in our National External Diploma Program (NEDP). NEDP is a flexible, self-paced assessment program where students work independently on a series of online assignments that cover a variety of academic subjects. Students who complete NEDP are awarded a NYS High School Equivalency Diploma.

Responsibilities include assisting with online correcting, in office progress meetings with students, and tutoring. Mainly remote work, does require the ability to come into the office to meet with students at minimum ½ hour per week during morning hours.

Must be able to complete required training in March/April – 13 hours of online training plus asynchronous homework for a total of approx. 20 hours over 5 weeks. Online dates are 3/1, 3/8, 3/15, 3/29 and 4/5 starting at 1pm.

**Requirements:**

- Bachelor's degree in any field
- Good communication and people skills, demonstrates skills in working with clients from various backgrounds and cultures and embraces Gerard Place's mission to strengthen individuals and families.

**Email resume to Jill Mattson at: [jmattson@gerardplace.org](mailto:jmattson@gerardplace.org)**

*No phone calls please.*