



Augustine Project for Literacy/Winston-Salem Assistant to the Director

Position Description

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Staff

Henri Brown, *Director,
Ex-Officio*
Rev. Mike Bradshaw, *Saint Paul's
Church Clergy Liason*

The Augustine Project seeks an individual with Augustine tutoring experience, teaching experience or experience with another Orton-based program. This individual will assist the Augustine Director with a wide variety of programmatic, administrative, and development duties.

This individual will serve as a coach for tutors, assist with training, manage a tutor resource library (on-line and physical), and serve as a liaison with school personnel. In addition, a large portion of the job will be record-keeping, tutor/student database management, website management, and production of an annual newsletter in paper format and on-line. This individual will need a strong comfort level with the computer and on-line world: website management, Word, Excel, PowerPoint, Google Docs, file sharing, Twitter, Facebook and Shutterfly. In addition, this individual should have strong organizational and interpersonal skills, a commitment to servant ministry and a heart for disadvantaged children.

The position is year round and part-time, averaging 20-25 hours per week. Participation in the 2 week September training is expected. Flexibility to work more hours during the school year and less in the summer is needed. The start date is March 1, 2011 or as soon as possible.

Applicants should apply on-line by sending a cover letter and resume to Henri Brown, Augustine Project Director at augproj@stpauls-ws.org. The cover letter should include an answer to the following question: "What draws you to this position and what strengths will you bring to it?" Please include two references.