



Elizabeth Jones Library

Elizabeth Jones Library Adult Literacy Program

*1050 Fairfield Avenue
Grenada, MS 38901*

updated April 2026

JOB DESCRIPTION TITLE OF POSITION: Part-time Adult Literacy Program Coordinator

IMMEDIATE SUPERVISOR: Crystal Osborne, Library Director at Elizabeth Jones Library

MINIMUM REQUIREMENTS FOR POSITION: Bachelor's degree. Must possess a valid driver's license and have use of a personal automobile. U.S. Citizenship. Strong computer skills (MS Word, Excel, PowerPoint, and preferably Publisher). Strong oral communication skills. Complete Library application form with attached typed resume and submit to the Library Director. Have original college transcript sent directly to the Library Director upon request. All application materials are due as soon as possible.

NATURE OF WORK: In cooperation with the local Adult Education (AE) Program Director and the Grenada League for Adult Development (GLAD), the Adult Literacy Program Coordinator will work directly with volunteers, partnering agencies, and other staff members to coordinate literacy education for adult learners at the Grenada Adult Education Center.

MAJOR JOB FUNCTIONS: The Adult Literacy Program Coordinator is responsible for:

Student Services

- Tutor individually with adult literacy and/or ESL learners to improve their reading and math skills
- Conduct student assessment, create and coordinate student specific lesson plans, and track individual progress and attendance. (In collaboration with the program aide)
- Notify students and tutors when Center is closed or class is cancelled
- Order educational material for students and tutors
- Coordinate student/tutor matching and evaluation of student/tutor
- Provide GED testing services to Adult Education and community members who are ready to take the GED test. Must meet requirements as GED Examiner within two months of taking the Coordinator position and later meet requirements as testing site manager for monthly GED testing.

Administrator Services

- Recruit, train, and coordinate daily activities of volunteer tutors in collaboration with the program aide
- Supervise adult literacy program aide and coordinate services with this individual
- Pay Adult Literacy bills
- Prepare/maintain budget
- Generate monthly financial report for Supervisor
- Oversee and maintain financial records of Literacy bank accounts
- Prepare handouts and folders of financial and program reports for two GLAD Board Member meetings annually
- Serve as editor to prepare and then disseminate monthly newsletter
- Seek and complete grant applications, as needed.
- Fulfill grant requirements if awarded any grants
- Publicity for program (coordinate with Grenada AE Director) This may include speaking at local community groups
- Promotion of donations to GLAD (sending letters annually to sponsors of GLAD)
- Assist with other tasks and opportunities, as needed

Technical Services

- Responsible for contact with Grenada School District technology department when technology services are needed for equipment
- Update in house computers when needed

APPROXIMATE HOURS OF WORK: Part time, not a benefits-eligible, position (18 hours/week for 40 weeks per FY) not to exceed budgeted amount for paid time; dependent upon available local appropriations; additional volunteer time is permitted but not required as our adult literacy program is a volunteer program. Center closed for GSD teacher holidays and for two-to-three weeks in July. Additionally, attendance is often required at Grenada Adult Education Center staff meetings as needed as well as other special functions and always at GLAD's twice yearly evening board meetings (usually the last Tuesday in February and August).