

Literacy Chicago Program Associate

Part-Time | Monday–Thursday | 9:00 a.m.–2:00 p.m.

Hourly Rate: \$ 25 /hour

Position begins mid-to-late July 2026

Literacy Chicago is seeking a friendly, flexible, and highly organized **Program Associate** who believes in the power of education to change lives. This position is ideal for someone who enjoys helping others, stays calm in a busy environment, and is comfortable managing both people and data in a fast-paced nonprofit setting.

Responsibilities

- Open the office each morning and prepare classrooms and common areas for the day.
- Enter, manage, and maintain student, volunteer, attendance, and class data using Google Sheets and other online systems.
- Welcome students and visitors, and assist with general inquiries.
- Answer and direct phone calls.
- Conduct student intake and orientation, including explaining program expectations and class procedures.
- Administer pre- and post-assessments for Adult Literacy and ESL students, both in person and online.
- Maintain accurate records and documentation for students, volunteers, and classes.
- Coordinate with volunteers on projects and program activities.
- Assist with volunteer recognition and appreciation efforts.
- Support daily program operations and general administrative tasks.
- Represent Literacy Chicago at meetings, community events, and outreach activities as needed.
- Occasionally substitute for classes or assist with tutor training and in-service workshops.
- Participate in special projects and other duties as assigned.

Qualifications

- Strong working knowledge of Google Sheets; familiarity with Google Apps Script or JavaScript required.
- Comfortable working with spreadsheets, databases, and online systems.
- Strong organizational and time-management skills.
- Excellent interpersonal and communication skills.
- Friendly, professional, and welcoming demeanor.
- Ability to build rapport with adults from diverse educational, cultural, and linguistic backgrounds.
- Ability to work independently and collaboratively as part of a team.
- Flexibility and willingness to adapt to changing priorities.

- Minimum of two years of college education preferred.
- Spanish language skills are a plus.
- Interest in adult education, literacy, ESL, or nonprofit work.

About Literacy Chicago

Founded in 1968, Literacy Chicago is the oldest adult literacy organization in Chicago. We provide Adult Literacy, English as a Second Language (ESL), GED, Digital Literacy, Workforce Skills, and Citizenship programs to adults throughout the Chicago area.

Our mission is to empower adults through education. Each year, hundreds of learners improve their reading, English language, digital, and workforce skills through our classes, tutoring, and community-based programs. We believe that education changes lives and strengthens communities.

To Apply

Please submit a resume and a brief cover letter describing your interest in the position and your relevant experience to Joanne Telser-Frere: jtelsersfrere@literacychicago.org

Applications will be reviewed on a rolling basis until the position is filled.

Literacy Chicago is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for staff, volunteers, and students.