



## **The Literacy Group Waterloo Region. Literacy Coach (1 Position)**

The Literacy Group of Waterloo Region (TLG) is a non-profit adult education centre that supports adults with low levels of literacy by improving their literacy, numeracy, workplace, digital, and communication skills.

We are seeking an individual to support the development of adult learners' reading, writing, numeracy, and digital literacy skills by providing individualized and group instruction. Working closely with staff, volunteers, learners and staff, the Literacy Coach designs and delivers engaging programming that promotes skill development, independence, and confidence. The successful applicant will be required to work in the office four days per week and remotely one day per week. Some evening shifts will be required.

### **Location**

40 Ainslie St. N., Cambridge, ON

**Compensation** (This position is funded through a government program with a fixed hourly rate)

- \$17.60 per hour
- 35 hours per weeks

### **Responsibilities**

- Deliver literacy, numeracy and digital literacy programs to a group or through 1 to 1 tutoring
- Run short term modular programming using pre-created resources
- Create a safe, friendly and engaging learning environment that fosters independent and group learning for adult learners
- Follow individual learner plans to successfully deliver engaging programming
- Assist with the delivery of ongoing assessments
- Assist with the confidential referral of learners to other programs
- Conduct regular conversations with individual learners to promote self-reflection on learning progress and goal achievement, and holistic well-being of the learner.
- Prepare engaging lesson plans and program curriculum
- Work with additional specialized projects to support the improvement and success of the organization

### **Qualifications**

- Completion of Grade 12 (or equivalent)
- Strong written, verbal, and digital communication skills in English
- Facilitating, teaching or instructing experience
- Working knowledge of Google Workspace, Canva and Microsoft Office applications (preferred)



## Eligibility

This position is funded through the Canada Summer Jobs Program. To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or a person granted refugee protection under the \*Immigration and Refugee Protection Act\*
- Be legally entitled to work in Canada in accordance with applicable provincial or territorial legislation
- Have a valid Social Insurance Number at the start of employment

**Note: International students are not eligible under this program**

**Start Date:** June 15, 2026

**Duration:** 8 weeks

**Application Deadline:** May 15, 2026

## How to Apply

Please submit your **resume** and **cover letter** in a **Word or PDF** format to Chris Prosser, Executive Director. [chris@theliteracygroup.com](mailto:chris@theliteracygroup.com)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

## Equity & Accessibility Statement

The Literacy Group Waterloo Region is an equal opportunity employer that values diversity in the workplace. We are committed to creating an inclusive, barrier-free recruitment and work environment and work in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted for an interview, please inform us in advance if you require accommodation, and we will work with you to meet your needs.