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EIN# 25-1620790

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The Literacy Council of Southwestern Pennsylvania is looking for an Executive Director to lead its operations in its Washington, PA office.

The Literacy Council is a non-profit organization that provides literacy services at no cost to our students in Washington, Greene, Fayette and Westmoreland Counties. Our mission is to empower adults and families with literacy skills that enable them to lead successful, fulfilled lives as members of our communities. We have two principle programs. The first is Adult Basic Education, which provides instruction in reading, writing, social studies, science, and mathematics helping our students achieve the High School Equivalency Diploma or General Equivalency Diploma. The second program is English as a Second Language where we provide instruction to our students to learn English skills in order to obtain employment, achieve citizenship, and to help navigate their children through the complexities of American culture.

We have three paid staff positions and a much larger group of over 40 volunteer tutors. The strength of our volunteer tutor base allows us to have an annual budget of approximately \$110,000 to achieve our objectives.

Responsibilities of the Executive Director

Reporting to the Board of Directors, the Executive Director has the responsibility for leading the operations of the Literacy Council to achieve the Council's program objectives of increasing adult literacy in the counties we serve in Southwestern PA. The Executive Director will spearhead the growth and development efforts of the Literacy Council of SWPA, increasing its visibility in the region, and overseeing its fundraising activities. The Executive Director provides leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carrying out plans and policies authorized by the Board. The Executive Director has primary responsibility for supervision of program personnel and setting the overall tone for the Literacy Council's programs.

The role of Executive Director is a full time position with a Salary of \$40,000 per year.

Qualifications

1. A strong advocate for Literacy
2. A Bachelor's degree is required with a Master's degree preferred



The Literacy Council of Southwestern PA is a 501(c)(3) nonprofit organization, contributions to which are tax deductible to the fullest extent permitted by law. The official registration and financial information of the Literacy Council of Southwestern PA may be obtained from the Pennsylvania Department of State by calling toll free within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

BOARD OF DIRECTORS

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3. Excellent written and verbal communication skills
4. Strong organizational, managerial, and interpersonal skills
5. Fundraising skills including grant writing, presentations and solicitations
6. Experience with recruiting, training and retaining volunteers
7. Knowledge of community resources and ability to work in partnership with the community
8. Computer literacy with demonstrated proficiencies in the use of email, Microsoft office programs, social media and websites
9. Able to obtain applicable Clearances

If you are interested in this position, please submit a letter of interest and resume via email to boardofdirectors@lcswpa.org with the email subject including your name and LCSWPA Executive Director Application (Name – LCSWPA Executive Director Application). Hard copy letters and resumes may be sent to:

Board of Directors
Literacy Council of Southwestern PA
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