



## LITERACY PROGRAM MANAGER (Re-advertised)

**Sydney based full-time role with travel to remote communities  
Educator / Teacher / Librarian / Early Learning / Project Manager  
Not-for-profit organisation**

**Not-for profit salary packaging and benefits with relocation allowance  
*Aboriginal or Torres Strait Islander identified position***

Full-time role managing the literacy-based programs for the Indigenous Literacy Foundation (ILF). The ILF is a not-for-profit charity whose charter is to raise literacy levels in remote Indigenous communities across Australia. Work with a dedicated and well-respected small team to create positive outcomes throughout Australia.

### **Responsibilities:**

- Deliver ILF's core literacy programs.
- Identify opportunities to address literacy needs within remote communities.
- Prepare detailed reports/proposals for such programs for the Board's approval.
- Manage the delivery of approved projects with the communities.
- Organise field trips/workshops for ambassadors and key stakeholders which form the basis of creating new books.
- Act as spokesperson and advocate in the broader community.
- Manage and mentor program supervisors.

### **Personal Attributes:**

- Proactive, energetic, highly motivated, organised with practical project management skills.
- Personal interest in increasing literacy levels throughout Australia.
- Excellent written and spoken communication.
- Ability to initiate and develop partnerships.
- University qualification in related field.
- Experience working in remote communities.
- Must hold a current drivers licence and have a 'working with children' and police check.

### **Conditions:**

- 9 – 5pm with flexibility; immediate start; full-time
- Close to Broadway, Sydney

### **To apply:**

All interested candidates are requested to send their CV with a cover letter addressing the Personal Attributes above, indicating your indigenous heritage, and names of two referees to Kirsten at [info@ilf.org.au](mailto:info@ilf.org.au).

**Applications close 8 February 2019.**

**WEB LINK**