



CALGARY  
**JOHN HOWARD**  
SOCIETY

**Restoring Lives ■ Preventing Crime ■ Strengthening Communities**

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## Outreach Literacy Facilitator – Part-Time

### The Agency

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime and the individuals involved and education for youth and adults in the community.

### The Program

The Literacy Program is delivered at various sites for foundational learners who wish to improve their literacy skills in areas that include reading, writing, comprehension, numeracy and/or to accomplish specific learning goals. Targeted learners are adult men and women who face social and economic barriers and who are or have been involved, or are at risk of involvement in the criminal justice system. The program's purpose is to increase literacy skills and prepare individuals to progress to further learning opportunities by increasing confidence and motivation to learn.

### The Position

The Outreach Literacy Facilitator will provide literacy services to individuals incarcerated in the Calgary Correctional Centre (CCC) and at external community agencies as arranged. They will work in an integrated and collaborative way with the Literacy and Adult Services Teams, the wider agency and with prison and external agency staff to ensure individuals have access to literacy instruction and support in either 1:1 or group formats. The position will include assessing individual needs/literacy levels and preparing individual instruction plans in addition to instruction. The Outreach Facilitator will also increase awareness of opportunities for clients to further their education and increase their employability. Community outreach will predominantly focus on the development of cover letters and resumes. The Facilitator will also build supportive community relationships, provide support to other literacy staff and volunteers. The position involves all aspects of program service delivery, including data collection and evaluation, and adherence to agency reporting requirements.

The Outreach Literacy Facilitator will have experience working in custodial settings, teaching/instructing and facilitating experience, particularly working with adult foundational learners. They will have excellent interpersonal, communication, organizational and case management skills, possess a valid Class 5 driving license and have access to a vehicle; working with marginalized populations will be considered an asset, as will knowledge of career searching and resume/cover letter development.

This is a Part-Time full benefit position requiring 24 – 27 hrs/week to start immediately.

**This Job Posting Will Remain Active Until a Suitable Candidate Is Found**

**Please submit cover letter and resume indicating OUTREACH LITERACY FACILITATOR in the subject line to:**

[sandy.sobkowich@cjhs.ca](mailto:sandy.sobkowich@cjhs.ca)

*The Calgary John Howard Society thanks all applicants, unfortunately only those considered for an interview will be contacted.*