

**Kenosha Literacy Council  
Application Instructions**

- Job Title: Program Assistant
- Employer: Kenosha Literacy Council  
2419 63rd Street  
Kenosha, WI 53143  
kenoshalit.org
- Hours: Hourly, part-time position.  
Position requires some evening and weekend hours.
- Wages: Wages dependent on experience and qualifications.
- Description: This position supports the Literacy Council's mission by assisting the Program Coordinator with implementation of adult learner services, volunteer support and related activities.
- Qualifications: Associate's degree and experience in teaching or counseling; Bachelor's degree preferred. Experience accommodating diverse academic, socioeconomic, cultural, and ethnic backgrounds and special needs of adult learners also preferred. Skills needed include effective planning, organization, communication and interpersonal skills, ability to work independently and ability to establish priorities. Valid driver's license required. General computer knowledge and proficiency required.
- To Apply: Mail or submit a cover letter and resume by 6:00 p.m. on Monday, August 17, 2020 to:

Cheryl Hernandez  
Kenosha Literacy Council  
2419 - 63 Street  
Kenosha, WI 53143  
[cheryl@kenoshalit.org](mailto:cheryl@kenoshalit.org)