WEST NEIGHBOURHOOD HOUSE

External Job Posting

Adult Literacy Worker

West Neighbourhood House is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

The Adult Learning Program provides individualized support to adults wishing to upgrade their literacy, numeracy, and digital skills in a supportive environment. The program provides a combination of one-to-one and group classes.

West Neighbourhood House is actively seeking qualified applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.

West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

Responsibilities:
As part of the Adult Learning team, you will:

- Meet with adults who are interested in the program and help them identify their learning goals;
- Assess learners' literacy, numeracy and digital literacy skills and identify areas for development;
- Work with learners to create practical and personalized learning plans;
- Facilitate literacy, numeracy and digital literacy learning with individuals and small groups, including learners preparing for the Canadian Adult Education Credential (CAEC);
- Help learners connect with other programs and community services when they need additional support;
- Represent the program and West Neighbourhood House at external events;
- Build a welcoming learning environment where learners and volunteer tutors feel respected and supported;
- Work with the Volunteer Program to recruit and orient volunteer tutors;
- Collaborate with four west-end Toronto literacy programs to coordinate and facilitate volunteer training sessions;
- Provide ongoing support for volunteer tutors;
- Find meaningful ways for learners to practise and apply their skills in everyday life, further education, employment and the community;
- Keep accurate participant records in paper and electronic systems and maintain confidentiality;
- Make diversity, equity and inclusion part of day-to-day program delivery;
- Contribute to West Neighbourhood House activities and take on other duties as needed;
- Work regularly evening(s) and occasional weekends to meet program needs.

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Qualifications:

- Post-secondary education in adult education or a related field, or equivalent training;
- Minimum 1 year of relevant adult education, literacy or community work experience;
- Experience teaching or facilitating literacy and numeracy with adults;
- Experience assessing adults' learning needs and goals;
- Excellent written and verbal communication skills in English;
- Strong organizational skills and attention to detail;
- Strong interpersonal skills and experience working with volunteers;
- Ability to work collaboratively and independently;
- Knowledge of Get SET, the Ontario Adult Literacy Curriculum Framework (OALCF) and EOIS-CaMS is an asset.

Status:	Full-time Permanent (CUPE Local 3393 Bargaining Unit Position)
Existing Vacancy:	Yes
Start Date:	January 04, 2027
Hours:	35 hours per week (days, evenings and occasional Saturdays required)
Rate:	$28.59 per hour
Immediate Supervisor:	Coordinator, Adult Literacy
Posting Date:	November 20, 2026
Closing Date:	December 04, 2026

Please submit your cover letter and resume clearly indicating "Adult Literacy Worker" by 5:00 p.m. on the closing date to:

Hiring Committee
jobs@westnh.org