



**Literacy Volunteers
of Greater Worcester**

Job Title: Board of Directors

Position:

As a member of the Board of Directors you will have the exciting opportunity to contribute to our organization's culture, strategic focus, effectiveness, and financial sustainability. You will serve as an ambassador to the broader community: raising funds; cultivating relationships with donors and community partners; representing the community we serve; and raising the profile of Literacy Volunteers of Greater Worcester (LVGW) through ongoing networking, cultivating media contacts, and interacting with foundation representatives, academic leaders, nonprofit agency representatives, and community and business leaders.

Organization Summary:

For 50 years LVGW has provided English as a Second Language (ESL) and Adult Basic Education (ABE) services to adults in the Greater Worcester area. Our students, many of them immigrants and refugees, come from various backgrounds and have different ability levels. With the help of dozens of ESL volunteer tutors, as well as a team of paid instructors, we currently serve over 400 members of the community. Students are offered one-to-one tutoring, class instruction, and conversation groups. The English language proficiency skills we help our ESL students develop is essential to their ability to cope with daily life and plan for their future.

Responsibilities:

Board members can be important resources for the organization in multiple ways. Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- give a meaningful personal financial donation
- help identify personal connections that can benefit the organization's fundraising and reputational standing and influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- follow the organization's bylaws, policies, and board resolutions

- maintain confidentiality about all internal matters of the organization

Desired Skills:

- Leadership: management experience, non-profit service, board service.
- Business Acumen: ability to leverage network, generate revenue, and prioritize our business needs.
- Project Management: work independently and collaborate with others to execute events and initiatives.
- Critical Thinking: ask meaningful questions and engage in challenging discussions.
- Communication: strong written and oral communication skills; multilingual applicants desired.
- Education: experience teaching, tutoring, or working with ESOL students or adult learners.
- Other: Legal, human resources experience, accounting, fundraising, marketing

Commitment Details:

- The service term is three years with option to renew.
- Board executive leadership opportunities available.
- The full Board meets bi-monthly on the first Thursday of the month from 6-7:30pm.
- Members are expected to make a meaningful financial contribution over the course of the fiscal year (June - July).

Next Steps:

- Reach out to LVGW staff and/or board to schedule a discussion.
 - Ping Chen: pchen@lvgw.org
 - Tori Buerschaper: vbuerschaper@gmail.com
- Email resume and a statement of interest

Diversity and Inclusion

LVGW policy is not to discriminate against any employee or applicant for employment because of sex, religion, race, color, national origin, disability, veteran's status, familial status, sexual orientation, or age for hiring, promotion and terms and conditions of employment. LVGW shall provide employment, compensation, training, promotions, upgrading and other terms and conditions of employment to qualified individuals, including veterans, without regard to race, color, religion, sex, age, physical handicap, national origin or, except as required or authorized by law, citizenship status. LVGW shall take affirmative action, if appropriate, in the employment of females, minorities, disabled veterans, veterans, and people with disabilities.

This policy extends to volunteers and other members of the LVGW community.