



Job description

Make Way for Books (MWFb) is an early childhood literacy organization based in Tucson, AZ. The mission of Make Way for Books is to give all children the chance to read and succeed. Through a variety of different early literacy programs, 30,000 children, parents, and early childhood educators are impacted each year. The Education Director for The Story Project ensures the successful and high-quality program implementation of our early literacy strategy implemented in nearly 200 early care and education settings including childcare centers, preschools, and family-based home providers. Specifically, this position is primarily responsible for ensuring that high-quality staff carries out program activities effectively. The Education Director for The Story Project works in close collaboration with all members of the program leadership team, including the Chief Executive Officer.

Position title

Education Director

Reporting to

Chief Executive Officer

Duties and responsibilities

Program implementation

- In collaboration with the Impact Director, co-pilot the planning, implementation, management, and evaluation of program activities
- In collaboration with the Impact Director, compile, maintain and report on the monthly, quarterly and annual program statistics and outcomes; analyze trends in the program, identifying issues and developing and recommending solutions for improvement
- Facilitate collaboration with community partners to support implementation, sustain key program partnerships as well as form new strategic partnerships where appropriate; participate in community partnership and coordination meetings at the local and state level as appropriate for the project

Staff development and supervision

- Lead team of Early Literacy Coaches and other project staff by providing direction, input, and feedback to achieve excellent program results
- Establish and maintain a reflective and positive performance-based culture according to MWFb core values that allows all project staff to set goals, build on strengths, identify challenges, and to continuously improve as they excellently implement the program
- Support project staff development through effective processes, procedures, and opportunities such as: team meetings, check-ins, coordinating and creating professional development opportunities, etc.
- In consultation with the CEO and other members of the program leadership team, recruit, interview, select, and hire new project staff as needed

Content and curriculum management

- Oversee the use and development of program content and various curricula for program implementation
- Organize and lead monthly team meetings to maintain effective communication and usage of curriculum, resources, and materials

- Co-lead the management and content development for *Scholars Corner* (an internal community of learning) at Make Way for Books
- Oversee content development for new professional development offered to participating early childhood educators through The Story Project
- Oversee content presented at conferences and manage representation of The Story Project at local, state, and national conferences

Other

- Collaborate with CEO, Communications Director, and Director of Community Engagement as needed to sustain and grow resources needed for program delivery, such as by providing necessary information for grants, presentations, and reports to current and prospective funders
- Lead and assist in the design and creation of new programs and initiatives to support the strategic direction of Make Way for Books as appropriate

Qualifications

- Masters Degree in literacy or early childhood education fields, or relevant related field, such as education, family studies, human services/health, social work, or nonprofit management
- Five plus years of experience managing/supervising staff implementing successful programs
- Knowledge of client groups served by Make Way for Books, including diverse families with children 0-5, early childhood educators, preschool and diverse early care and education environments serving children 0-5
- Excellent relationship-building skills, ability to create and maintain positive and productive relationships and foster teamwork, ability to interact with people of all ages and cultural backgrounds
- Strategic thinker with strong problem solving and decision-making skills
- Creative and innovative; ability to develop new and unique ways to improve operations of the program and to create new opportunities
- Experienced leader, with vision and the ability to positively influence others to achieve results that are in the best interest of MWFB
- Impeccable planning and organization skills: can determine strategies to move the program forward; can set goals, create, implement, and monitor progress and evaluate the process and results
- Ability to work independently and as part of a team
- Effective oral and written communication skills, sound computer skills, ability to do engaging presentations
- Ability to work flexible hours
- Access to a vehicle
- Act with integrity and excellence, embody the Make Way for Books core values

Salary is commensurate with experience. Please submit a letter of interest, resume, and contact information for three references via email to jenny@makewayforbooks.org by June 30, 2017.

No phone calls please. To learn more about Make Way for Books, please visit: www.makewayforbooks.org.