



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 *Family Literacy Specialist* provides expert early literacy support and facilitates early literacy parenting education programs.

POSITION DESCRIPTION: Family Literacy Specialist

REPORTS TO: Education Director (Family Education and Literacy)

PAY GRADE: Hourly salary commensurate on experience

FLSA STATUS: Exempt

CATEGORY: Staff – Regular

FULL TIME/PART TIME: Part-time, 15 to 20 hours per week

Family Literacy Specialists provide fun and meaningful early literacy education to families with children ages birth to five. Family Literacy programs are offered as weekly series where parents and children learn together. Parents are empowered to foster their child's emergent literacy and language skills through play-based interactions. Additional duties include recruiting families, updating and refining curriculum, data collection and analysis, and resource distribution.

Duties and responsibilities

- Facilitate two-generation, strengths-based Family Education & Literacy weekly workshops/classes
- Recruit and enroll eligible families
- Administer, analyze, collect and compile qualitative and quantitative data from program participants (pre/post surveys, follow-up surveys, interviews, assessments, etc.)
- Maintain meticulous records and documentation to support organization outcomes
- Represent MWFb at community gatherings, meetings, and events
- Other duties as assigned

Qualifications

- Acts with integrity and excellence, embodies the Make Way for Books core values
- Bachelor's degree (Master's degree preferred) in early childhood education or other closely related field pertaining to education and/or early language and literacy development
- Fluency in Spanish language
- Knowledge of early childhood development, especially related to early language, communication and literacy, as well as language interventions
- Experience facilitating workshops for families
- Familiarity with both early childhood and adult learning principles
- Honors diversity and interacts with families in a culturally and linguistically competent manner
- Possesses positive interpersonal skills
- Excellent communication, writing, and public speaking skills
- Proficient computer skills including word processing, data entry, internet research, and other specialty platforms
- Reliable transportation and ability to work during evenings and weekends
- Impeccable planning and organization skills
- Ability to work independently and as part of a team

Please submit resume and brief cover letter to dianette@makewayforbooks.org by February 1, 2019. To learn more about our mission, vision, and impact, please visit makewayforbooks.org