



## Job Description

Make Way for Books (MWFB) is an early childhood literacy organization based in Tucson, AZ and serving Pima and Maricopa counties. 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 Assistant* provides expert and professional support to the Family Literacy Specialist and Make Way for Books Coordinator. The role includes enrolling and recruiting families and assisting with program implementation. Additional duties include data collection and analysis, and resource distribution. The *Family Literacy Assistant* role is part of our Neighborhood School Readiness project in Avondale Elementary School District. Project description included below.

**POSITION TITLE:** Family Literacy Assistant

**POSITION LOCATION:** Avondale Elementary School District in the Phoenix area

**REPORTS TO:** Make Way for Books Coordinator

**SUPERVISES:** N/A

**FLSA STATUS:** Non-Exempt

**CATEGORY:** Staff – Regular

**FULL TIME/PART TIME:** Part-time, hourly up to 10 hours per week

## Project Description

Through the innovative Neighborhood School Readiness Project, Make Way for Books provides strengths-based, comprehensive early literacy programming for educators, families, and young children. Strategies include:

### *Family Education and Literacy*

This innovative, two-generation model harnesses the power of parents as agents of change in their children's lives. Highly qualified family engagement specialists lead weekly sessions where parents and children learn together. Children are immersed in literacy activities and shared reading that foster their development of emergent literacy and language skills, social emotional development, and approaches to learning. Parents gain skills, knowledge, and confidence as their children's first, most essential teachers.

### *Make Way for Kindergarten*

Make Way for Kindergarten is a family-engagement strategy that ensures children develop the skills teachers want them to have on the first day of school. During the summer prior to kindergarten, families gain skills and knowledge ranging from what they can expect in daily routines to how to communicate with school staff. Children are introduced to the school campus in a positive social environment. We continue to support the successful transition to school as children enter kindergarten.

## Duties and responsibilities

- Assist with facilitation of two-generation, strengths-based Family Education & Literacy programming
- Recruit, enroll, engage, and retain eligible families throughout the year
- Collect feedback from participating and non-participating families, and report back with an unbiased, objective, and fair representation

- Administer, analyze, collect and compile qualitative and quantitative data from program participants (enrollment forms, pre/post surveys, follow-up surveys, interviews, assessments, etc.)
- Maintain meticulous records and documentation to support organizational outcomes
- Professionally 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
- High school diploma required, Bachelor's degree preferred in early childhood education or other closely related field pertaining to early language and literacy development
- Fluency in Spanish
- Familiarity with both early childhood and adult learning principles
- One or more years of experience in early literacy/early childhood education
- Honors diversity and interacts with families and educators in a culturally and linguistically competent manner
- Shows initiative and motivation; can set and achieve goals
- Possesses positive interpersonal skills
- Excellent writing abilities and public speaking skills
- Ability to manage multiple projects concurrently
- 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 a letter of interest, resume, and contact information for three references via email to [ally@makewayforbooks.org](mailto:ally@makewayforbooks.org) by June 21, 2019. This position is not eligible for benefits. No phone calls please. To learn more about Make Way for Books, please visit: [www.makewayforbooks.org](http://www.makewayforbooks.org).

Make Way for Books does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), citizenship, economic circumstances, disability, marital status, familial status, sexual orientation, veteran status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of programs and services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors. All Make Way for Books staff members are expected to join with and uphold this commitment. Make Way for Books will ensure that persons with disabilities are provided reasonable accommodations.