



## 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 Specialist* provides expert early literacy support and facilitates early literacy parenting education programs. The *Family Literacy Specialist* provides fun and meaningful early literacy education to families with children ages birth to five, including kindergarteners. Family Education and 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. The *Family Literacy Specialist* role is part of our Neighborhood School Readiness project in Avondale Elementary School District. Project description included below.

**POSITION TITLE:** Family Literacy Specialist

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

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

**PAY GRADE:** Salaried

**FLSA STATUS:** Exempt

**CATEGORY:** Staff – Regular

**FULL TIME/PART TIME:** Fulltime 30 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

- Facilitate two-generation, strengths-based Family Education & Literacy weekly workshops/classes
- Recruit and enroll eligible families throughout the year

- 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
- Works in collaboration with the Make Way for Books Coordinator and Family Literacy Assistant
- 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
- 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

Salary is commensurate with experience. The position is eligible for medical insurance, dental insurance, vision insurance, and a retirement plan. Please submit a letter of interest, resume, salary requirement, and contact information for three references via email to [ally@makewayforbooks.org](mailto:ally@makewayforbooks.org) by June 21, 2019. 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.*