



Job description

Make Way for Books (MWFB) is an early childhood literacy organization based in Tucson, AZ 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 *Make Way for Books Coordinator* provides expert early literacy support to educators in early care and education settings; and facilitates early literacy parenting education programs. The individual in this role works simultaneously in The Story Project and Family Education & Literacy branches of Make Way for Books. The *Make Way for Books Coordinator* role is part of our Neighborhood School Readiness project in Avondale Elementary School District. Project description included below.

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:

The Story Project

Make Way for Books partners with preschool and childcare centers to create literacy and language-rich environments where children fall in love with books and learning. Through a community of learning model, our expert staff provides one-on-one coaching and professional development workshops to early childhood educators. Participating sites receive high-quality culturally meaningful books for lending libraries, classroom collections, and home book distributions.

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.

POSITION TITLE: Make Way for Books Coordinator

POSITION LOCATION: Avondale School District in the Phoenix area

REPORTS TO: Education Director (Family Education & Literacy)

SUPERVISES: Family Literacy Specialist & Family Literacy Assistant

PAY GRADE: Salaried

FLSA STATUS: Exempt

CATEGORY: Staff – Regular

FULL TIME/PART TIME: Fulltime

Duties and responsibilities

- Coordinate and implement professional development opportunities for educators focusing on emergent literacy
- Mentor and coach Early Childhood Educators in creating literacy-rich classroom environments
- Assess educators' ability to support children's literacy and language development
- Support educators in using books as tools to foster language rich interactions with children
- Coordinate and facilitate two-generation, strengths-based Family Education & Literacy programming
- Recruit and enroll eligible families and educators into Make Way for Books programming
- 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 organizational outcomes
- Represent MWFB at community gatherings, meetings, and events in the Phoenix area
- Supervise the Family Literacy Specialist and the 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 early language and literacy development
- Knowledge of early childhood development, especially related to early language, communication and literacy, as well as language interventions
- At least 1 or 2 years of supervisory experience
- Familiarity with both early childhood and adult learning principles
- Five or more years of experience in early literacy/early childhood education
- Experience facilitating workshops for educators and families
- Experience mentoring early childhood educators
- 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
- Possesses 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. Some travel to Tucson will be required.
- Impeccable planning and organizational skills
- Ability to work independently and as part of a team
- Bilingual in English and Spanish preferred

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 requirements, and contact

information for three references via email to ally@makewayforbooks.org by June 21, 2019. No phone calls please. To learn more about Make Way for Books, please visit: 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.