

Make Way for Books

The logo for Make Way for Books features the text "Make Way for Books" in a blue, sans-serif font. To the right of the text is a red icon of an open book with two pages visible, and above the book are two red circles of different sizes, resembling a stylized head or a sun.

Make Way for Books (MWFb) is an early childhood literacy organization that serves children, families, and educators in Arizona and beyond. 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, more than 20,000 children, parents, and early childhood educators are impacted each year. The *Family Literacy Specialist* provides expert early literacy support and facilitates bilingual (English-Spanish), early literacy parenting education programs.

POSITION DESCRIPTION: Family Literacy Specialist

REPORTS TO: Program Director

FLSA STATUS: Exempt

CATEGORY: Staff – Regular

FULL TIME/PART TIME: Full-time, 30 hour (.75FTE) and 40 hour (1.0 FTE) full-time positions available

LOCATION: Phoenix and Chandler

PAY GRADE: Salary commensurate with experience

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

- Become an expert in the Make Way for Books family literacy framework. Engage with the MWFb program team to ensure alignment with current best practices in early literacy, culturally relevant service, and the MWFb strength-based approach.
- Facilitate two-generation, strengths-based Family Education & Literacy programming, including our signature Story School program. Facilitate weekly live learning workshops/classes, engage with families throughout the week during the Story School program, moderating and encouraging engagement in the Family Learning Space and with the Make Way for Books App.
- Assist with curriculum development and updates as needed, including recording videos, modeling strategies to support high-quality interactions that support children's literacy and language development.
- Assist with program operations and material distribution to get needed resources to participating families.
- Recruit and enroll eligible families in Family Literacy programs.
- Administer, analyze, collect and compile qualitative and quantitative data from program participants (pre/post surveys, follow-up surveys, interviews, assessments, etc.) Review your program participant data regularly and make adjustments as needed.
- Maintain meticulous attendance records and documentation to support organization outcomes, including updated and maintained scheduling.
- Represent MWFb at public/community events.
- Commit to professional development per year. Maintain up-to-date knowledge of our literacy landscape in Arizona.
- 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 with community engagement, including outreach and recruitment of families for programs.
- 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 julie@makewayforbooks.org.

To learn more about our mission, vision, and impact, please visit makewayforbooks.org