



Family Literacy Specialist-Phoenix

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, 20,000 children, parents, and early childhood educators are impacted each year.

POSITION TITLE: Family Literacy Specialist

POSITION LOCATION: Phoenix-based: Central Phoenix/East Valley

REPORTS TO: Program Director

PAY GRADE: \$40,000-\$52,000

FLSA STATUS: Exempt

CATEGORY: Staff – Regular, benefits eligible (includes health, dental and vision insurance, paid time off, sick leave, and retirement contributions to a Simple IRA)

FULL TIME/PART TIME: Full Time, 40 hours per week (1.0 FTE)

Position Description

Family Literacy Specialists provide fun and meaningful early literacy education to families with children ages birth to five. Literacy programs are offered as a 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 roles include recruiting families, implementing curriculum with fidelity, data collection and analysis, and resource distribution.

Make Way for Books programs are offered virtually, as well as through hybrid and face-to-face options when it is safe to do so. A successful candidate will personally and professionally exhibit the MWFB core values that can be found on our website at <http://makewayforbooks.org/our-core-values/>

Duties and responsibilities

- Facilitate two-generation, strengths-based Family Education and Literacy weekly workshops/classes either in-person or virtually, multiple times per week
- Recruit and enroll eligible participants to meet the enrollment goals of the team
- Utilize a variety of methods to retain families in the program, via emails, phone calls, text messages etc.
- 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
- Record video content in English and Spanish for Virtual Story School core curriculum videos, Story University, as needed
- Represent MWFB at community gatherings, meetings, and events
- Assist with organizing and facilitating distribution of books and materials to program participants
- Arrive early to programming, be prepared, set up and clean up your space for programming
- 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 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

Physical Demands/Working Conditions:

- Intermittent physical activity including bending, reaching and lifting up to 40 lbs.
- Will be required to work extended periods of time in front of a computer screen.
- Transportation to and from the office is the responsibility of the employee.

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES TO BE PERFORMED BY THE PERSON IN THIS POSITION. THIS POSITION MAY BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION.

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 MWFB staff members are expected to join with and uphold this commitment.

PRE-EMPLOYMENT SCREENINGS

Make Way for Books conducts pre-employment screenings for all positions, which may include a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Make Way for Books is an EEO/AA – M/W/D/V Employer. Make Way for Books requires that all staff members are up to date on their COVID-19 vaccinations and maintains records of vaccination status in accordance with HIPAA rules and regulations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly spends long hours sitting and using office equipment and computers. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk and hear. During special events the employee may be required to spend hours on their feet. The ability to use fingers of one or both hands to grasp, manipulate, control or feel objects. Must be able to lift boxes of books and on occasion drive the Book Bus and travel to Tucson, Arizona.

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 keshia@makewayforbooks.org by July 8th. No phone calls please. To learn more about Make Way for Books, please visit: www.makewayforbooks.org.