



## 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, more than 18,000 young children and families, and 400 early childhood educators are impacted each year.

Make Way for Books is seeking a **full-time** (40 hours) professional to provide expert early literacy support to educators in early care and education settings, and to facilitate early literacy parenting education programs for families with children ages 0 to 5. The Early Literacy Specialist facilitates programming that spans the Story Project and Family Education and Literacy strategies at Make Way for Books.

The Make Way for Books Story Project is a research-based model that provides a comprehensive continuum of services, programming and resources to children, parents, and teachers. The program fosters literacy-rich classroom environments and provides books and resources for children to extend learning at home. Through professional development opportunities and regular on-site coaching, the program supports educators and provides resources they can immediately implement in their classrooms.

Family Education and Literacy programs provide meaningful two-generation programs for families with children ages birth to five. Programs are offered in weekly series where parents and children learn together in cohorts with other families. Parents are empowered to foster their child's emergent literacy, biliteracy, and language skills through play-based interactions and reading.

Make Way for Books programs are offered virtually, as well as through hybrid and face-to-face options as needed.

**POSITION TITLE:** Early Literacy Specialist

**POSITION LOCATION:** Tucson, AZ

**REPORTS TO:** Lead Learning Designer

**PAY GRADE:** \$40,000 to \$52,000 depending on experience and education

**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

## Duties and responsibilities

- Provide early childhood educators with ongoing professional development and support via a Community of Learning model to foster the development of emergent literacy, language, and communication skills among infants, toddlers, and preschool-age children in their care
- Provide on-site consulting and coaching to empower educators to implement early literacy strategies in their classrooms
- Collaborate with colleagues to develop innovative early literacy curriculum
- Assess educators' knowledge and needs to support children's literacy and language development through informal and formal methods
- Facilitate two-generation, family engagement programming
- Record video content in English and Spanish for virtual programming as needed

- Recruit and enroll eligible participants throughout the year
- Engage in client retention activities—ongoing engagement with enrolled participants via email, texts, phone calls, amongst other communication methods
- Administer, analyze, and monitor completion of 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
- 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
- Bilingual (English/Spanish) fluency preferred
- Five or more years of experience in the field of early literacy/early childhood education
- Experience providing professional development, including coaching educators, facilitating community of practice cohorts, and/or workshop presentations
- Knowledge of early childhood development, especially related to early language, communication and literacy, as well as language interventions
- Familiarity with both early childhood and adult learning principles
- Experience facilitating workshops and coaching/consulting
- Familiarity with the Arizona Early Learning Standards, Infant and Toddler Developmental Guidelines, Science of Reading and Developmentally Appropriate Practice
- Honors diversity and interacts in a culturally and linguistically competent manner
- Possesses positive interpersonal skills
- Excellent communication, writing, and public speaking skills
- Impeccable planning and organization skills
- Proficient computer skills including word processing, data entry, internet research, and other platforms
- Reliable transportation and ability to work during evenings and weekends
- 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 [keshia@makewayforbooks.org](mailto:keshia@makewayforbooks.org). No phone calls please. To learn more about Make Way for Books, please visit: [www.makewayforbooks.org](http://www.makewayforbooks.org).

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY THE FINANCE DIRECTOR. THE FINANCE DIRECTOR 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. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.