Family Literacy Specialist- Phoenix

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

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. Responsibilities include recruiting families, implementing curriculum with fidelity, data collection and analysis, and resource distribution.

POSITION TITLE: Family Literacy Specialist
POSITION LOCATION: Phoenix based: Central Phoenix/East Valley
REPORTS TO: Program Director
PAY GRADE: $45,000-$48,000
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)

Duties and responsibilities

- Facilitate two-generation, strengths-based Family Education & Literacy workshops/classes multiple times per week at in-person community locations and/or virtual settings.
- Recruit, enroll, and retain eligible participants to meet target outputs and outcomes, using a variety of communication methods and family support best practices.
- Administer, analyze, collect, and compile qualitative and quantitative data from program participants (pre/post surveys, interviews, assessments, etc.)
- Maintain meticulous records to document compliance and progress towards goals and outcomes.
- Represent Make Way for Books at community gatherings, meetings, and events to connect with various stakeholders
- Assist with organizing and facilitating distribution of books and materials to program participants
- Keep abreast of the latest research, resources, and best practices in the fields of children's literature, early literacy, family support, and two-generation change.
- 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
- Fluency in Spanish language
- Knowledge of early childhood development, especially related to early language, communication, and literacy

- Experience facilitating workshops for families
- Familiarity with both early childhood and adult learning principles
- Honors diversity and interacts with others 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 the ability to work during evenings and weekends
- Impeccable planning and organization skills
- Ability to work independently and as part of a team
- Other duties as assigned

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 work site 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.

Salary is commensurate with experience. The position is eligible for medical insurance, dental insurance, vision insurance, and Simple IRA retirement plan.

To apply: Please apply at www.makewayforbooks.org/careers. The interview process will include multiple interviews. The position will remain open until a qualified candidate is hired. Please, no phone calls.