



POSITION: Early Literacy Coordinator (Part-Time)

Nonexempt

POSITION SUMMARY: The Early Literacy Coordinator is responsible for providing early literacy education and support to families, childcare providers and community sites in Beaufort and Hyde Counties. The Early Literacy Coordinator designs, plans, coordinates and implements all funded Early Literacy Programs and applicable program participants. The Early Literacy Coordinator will recruit eligible child care providers, and offer technical assistance, training, and workshops to early childhood professionals, parents and applicable program participants using best practices and national curriculum materials as applicable to said program. The Early Literacy Coordinator is also responsible for the oversight, preparation and delivery of other early literacy programs and/or story-times at determined community sites and centers where targeted demographic is served.

QUALIFICATIONS:

Requirements - Associate's degree in early childhood education, child development, education, child and family relations or a related field. Experience working with young children and their families, providing parent education or training, and/or coordinating community programs. Ability to establish rapport with young children, parents/primary caregivers, child care providers and community partners of varying ages, educational levels, ethnic and socioeconomic backgrounds. Good oral and written communication skills, including the ability to model book-sharing strategies and provide training and support to adults. Ability to complete required Raising A Reader coordinator training prior to program implementation and follow program guidelines. Strong organizational skills and the ability to work independently, manage multiple tasks, coordinate book-bag rotation and materials, and maintain accurate program records. Proficiency with Microsoft Office, the Internet and database management. Reliable transportation and a valid North Carolina driver's license. Availability to travel regularly and work occasional evenings and weekends.

Preferred: Experience with early literacy programs, Raising A Reader or public library services. Ability to speak Spanish considered a plus.

RESPONSIBILITIES:

- Coordinate implementation of all Early Literacy Programs including Raising a Reader
- Attend and complete required national training/certification for funded early literacy models consortium before implementation of Programs
- Provide regular visits and technical assistance using program curriculum materials to advocate and support early literacy strategies for early childhood professionals and parents with young children

- Plan and coordinate early literacy events and participate in other community events as appropriate
- Provide training support for program participants and parents workshops; conduct pre and post surveys.
- Model best practices of teacher-child interaction, parent-child interaction and early literacy strategies
- Encourage and facilitate community partner and volunteer involvement in program implementation
- Assist childcare directors in developing an early literacy plan; distribute grants to eligible participants if funds are available
- Develop and maintain collaborative relationships with key community partners, including local libraries, childcare providers, early learning partners and businesses to support service delivery
- Develop and/or distribute written materials including flyers, early literacy plans, information packets and newsletters to families, early childhood professionals and targeted audiences impacted by funded literacy programs. Order, inventory and distribute literacy materials.
- Participate in national and state early literacy activities
- Demonstrate an understanding and acceptance of diversity among the population served
- Maintain respect and positive communication regarding all children, families and staff served
- Maintain confidentiality of client and staff information
- Prepare reports and compile program information including data for quarterly and year-end reports
- Possess a valid driver's license and be available to travel regularly in execution of duties and responsibilities.
- Work occasional evenings and weekends as requested by the Executive Director.
- Perform other duties as assigned by the Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently and organize multiple tasks.
- Exceptional written, oral and presentation skills.
- Initiative to plan and execute tasks and programs with limited direct supervision.
- Knowledge of adult learning styles and appropriate teaching practices.
- Experience with special events planning and coordination.
- Ability to present a positive attitude and composure in stressful and high-pressure situations.
- Ability to establish rapport and effectively communicate with individuals of varying ages, educational levels, and ethnic and socioeconomic backgrounds.
- Knowledge of and/or experience in early literacy practice and community resources.

- Computer experience with database, publishing, spreadsheets and word-processing programs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to occasionally lift or move up to 35 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must frequently travel outside of the office. While working in the office, the work environment is usually general office with moderate noise level.

Disclaimer Statement:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. The employee may be required to perform other related duties not listed on this job description.

Beaufort-Hyde Partnership for Children is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.