

## **POSITION SUMMARY**

The **Early Literacy Manager** will implement Love Literacy's early literacy strategic plan. The plan includes implementing the Basics Forsyth, a community-wide educational campaign to support the healthy brain development of Forsyth County's infants and toddlers, expanding Love Literacy tutoring into Pre-K, providing professional development to early childhood educators, and coordinating a county-wide, cross-sector effort to support grade-level reading for all students by third grade (Forsyth County for Grade-Level Reading).

The Early Literacy Manager will possess:

- a commitment to equity;
- knowledge about early literacy theory and community programs serving families beginning prenatally;
- the ability to work well with families, educators, and community service providers; and
- a successful history in recruiting, training, and maintaining a volunteer base.

The Early Literacy Manager will report to the Executive Director.

## **ABOUT LOVE LITERACY**

Our mission is to significantly increase literacy achievement for students with the greatest need by mobilizing and equipping a community of partners, advocates, and supporters who are committed to literacy as a key driver of student and community success.

We realize that we must do more than intervene when problems arise. We must also address racial inequities and systemic barriers that create and maintain the opportunity gap. To read more about our commitment to equity, click [here](#).

## **KEY AREAS OF RESPONSIBILITY**

All staff work together to achieve our vision and fulfill our equity commitment. Each person actively participates in education sessions, work groups, and other formal and informal opportunities to learn about and operationalize our shared commitment to equity.

The Early Literacy Manager will support the ongoing implementation of Love Literacy's early literacy strategic plan, focusing on implementing the Basics Forsyth community campaign, the Campaign for Grade-Level Reading, and early childhood tutoring and educator professional development.

### *Community-Wide Initiatives*

- Facilitate the Basics Forsyth Workshops
- Support the work of the Campaign for Grade-Level Reading locally
- Support distribution of the Basics Forsyth materials, tracking distribution locations and managing follow-up with partnering organizations and businesses

- Coordinate logistics for meetings of community leaders and volunteer committees for the Basics Forsyth and Forsyth County for Grade-Level Reading
- Work with programs and services in Forsyth County to facilitate the creation of early literacy connecting points within existing structures such as libraries, parks, and museums
- Establish and build relationships with faith and community organizations, providing them with training and materials to promote the Basics Forsyth and efforts to support Forsyth County for Grade-Level Reading
- Obtain memorandums of agreement from partner organizations, systems, and educators to ensure proper implementation of Love Literacy programs
- Develop and implement weekly early literacy tips email marketing
- Work with community partners to implement texting service for families and caregivers with young children

#### *Early Childhood Programs*

- Recruit and train volunteers for LL Tutoring programs, with a specific focus on Pre-K tutoring
- Coach and mentor educators on evidence-based strategies and methods for literacy instruction
- Create, develop, refine, select, and distribute professional learning materials and supplies as deemed beneficial
- Keep abreast of current evidence-based literacy research and industry trends and developments
- Produce articles and written materials on appropriate literacy topics for public dissemination
- Facilitate professional development and consulting services around structured-literacy implementation in curriculum, literacy assessments, student data, and literacy plans

#### *Other Important Responsibilities*

- Collect data and track the impact of work
- Work closely with the Director of Education to ensure implementation of the early literacy strategic plan is comprehensive

### **POSITION QUALIFICATIONS**

- Bachelor's Degree from an accredited university in early childhood education, child development, family studies, human services or a related field is strongly preferred
- 3-5 years experience working with young children, ages prenatal to 5, and families
- Strong oral and written communication skills
- Education, training, and/or experience related to the following:
  - Communication and ability to relate to diverse groups and perspectives.
  - Working with groups of service providers, participating in briefings and brainstorming sessions, and state/regional/national provider meetings.
  - Group facilitation
  - Early childhood development

- Ability to work as a member of a team to support both organization goals and co-workers
- Ability to effectively work with and be respectful of and sensitive to persons from various cultures, socioeconomic, ethnic, religious, and racial backgrounds
- A commitment to Love Literacy's Vision and Values
- Demonstrated knowledge of evidence-informed literacy practices aligned to the Science of Reading
- Awareness of diverse learner needs, including cultural and developmental
- A willingness to work occasional evenings and weekends

Preferred Qualifications:

- Experience training/coaching early childhood educators
- Experience working in an early childhood classroom setting
- Experience implementing literacy programs and initiatives
- Experience training groups

COMPENSATION This is a part-time (up to 19 hours/week) contract role.

\$22-\$25/hour

For more information about Love Literacy, visit our website at [www.loveliteracy.org](http://www.loveliteracy.org).

To apply for this position, please submit a resume and cover letter to [info@loveliteracy.org](mailto:info@loveliteracy.org) with "Early Literacy Manager" in the subject line.