

JOB DESCRIPTION

POSITION:	Early Literacy Coordinator I
DEPARTMENT:	545 Programs: Literacy
REPORTS TO:	Early Childhood Program Director (ECPD)
Wage & Hour Status:	Exempt / Full-time
Pay Grade:	130 Coordinator I
Hiring Range:	\$43,712 – \$48,083.20

PURPOSE: Initiate, coordinate, and provide full support to the Early Learning Coalition of Marion County (Coalition) early literacy programs.

DUTIES AND RESPONSIBILITIES:

- Oversee the following literacy programs:
 - Dolly Parton's Imagination Library
 - Read Aloud 15
 - Barnes and Noble donations
 - All other early literacy programs as developed.
- Creates strategic plans related to recruitment and enrollment.
- Makes recommendations for expansion and new program implementation.
- Assures each program is following its specific program guidelines and maintains model fidelity.
- Works with community partners in identifying and enrolling eligible children and families.
- Supports all evaluative tasks, including tracking outcomes and outputs as required by the Coalition and other funders.
- Ensures cross referrals occur internally with other Coalition programs.
- Participates in projects and activities of mutual concern to the Coalition and other community partners.
- Assures collaboration between partnering agencies.
- Assists with preparation of material for trainings, events, and various meetings.
- Provides presentations and trainings regarding the early literacy efforts of the Coalition.
- Ensures that all information of confidential nature is held in a secure manner.
- Represents the Coalition accurately and professionally in the community.
- Attends scheduled conference calls, webinars, and trainings, as necessary.
- Attends and assists with community events outside regularly scheduled operating hours of the Coalition, including evenings and weekends.
- Other duties as assigned by management staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in early childhood education, Literacy, Child Development, Psychology, Sociology, or related field.
- One year work experience.

Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Office Programs (with emphasis on Outlook, Word, and Excel).
- Proficient with web-based applications.
- High degree of integrity and honesty.
- Excellent interpersonal skills as well as the ability to interact with all levels of management.
- Works and communicates with people from multi-cultural backgrounds and socio-economic levels.
- Familiarity with early childhood literacy programs.
- Solid knowledge of and passion for early childhood and family strength-building.
- Creative and energetic self-starter who is organized and able to prioritize and meet deadlines.
- Works independently with minimal supervision in a fast-paced environment.
- Good public relations skills.
- Ability to engage and multiple tasks.
- Proficiency in oral and written communication, attention to detail, and flexibility.
- Willingness to travel within areas of Marion County and provide own reliable transportation.

PREFERRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in early childhood education, Literacy, Child Development, Psychology, Sociology, or related field.
- Three years' experience working with early childhood literacy evidence-based programming.
- Three years' collecting, analyzing, and presenting data in order to guide program decision-making.
- Advanced computer literacy, including knowledge of spreadsheet and database software.
- Speak, interpret, and translate Spanish and/or other languages.

Requirements:

- Ability to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must submit and pass a level 1 background screening and E-Verify requirements.
- Requires a valid Florida Driver's License, good driving record, and automobile insurance.
- Submit and pass a drug screening.
- Telecommute eligible, if applicable for portions of position.
- Work flexible hours/schedule, as needed.

Work Environment:

Works primarily in an office environment.

Approximate travel: 30%



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THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Coalition.

Name

Date