

LITERACY PARTNERS

JOB ANNOUNCEMENT Project Coordinator - Philadelphia Programs

FULL-TIME or Consultant POSITION

[Literacy Partners](#) strengthens families through a two-generation approach to education. With our free classes, low income parents – most of whom are immigrants - develop the literacy and language skills they need to succeed in today's world. Our research-based curriculum also incorporates child development and parenting support to help parents boost their children's early reading, school readiness, and social emotional growth.

At the core of our programs, English literacy instruction is approached with the goal of helping participants solve problems and with partners who support the well-being of the whole family. Participating parents receive a home library of 15 age-appropriate books for each of their children along with coaching and support from their instructors to make reading with their children a regular habit. Thus, our program not only builds the skills of adults, but directly addresses the most important predictors of children's reading proficiency and academic success: the literacy and language skills of the parent, the frequency of parent-child reading, and the number of books in the home. In addition to these classes, we also offer a basic reading and writing course and English conversation practice groups for adults throughout the City.

Literacy Partners believes in the power of storytelling and has created Educational Media to develop accessible tools to help immigrants navigate the many systems for establishing a full American life. In 2019, Literacy Partners won an Emmy Award for Best Instructional Program for We Speak NYC, a seven-episode dramatic comedy.

Literacy Partners launched a new national media education program for Spanish-speaking parents based on the Univision telenovela, ***La Fuerza de Creer***. This 5-episode miniseries tells the story of a community center and the families who rely on it for childcare. The story follows the drama of four different families and childcare staff, revealing to the audience the different ways that caregivers promote their children's early literacy skills, early learning, and social emotional growth. The miniseries was produced by Univision in collaboration with Literacy Partners.

We are taking ***La Fuerza*** into the Philadelphia community with parent engagement workshops, provider training and creating an accompanying curriculum. The curriculum will include a facilitator's guide and other resources so that early childhood education programs, libraries, family literacy programs and others can use our content to implement a parent workshop series for Spanish-speaking parents on a "turn-key" basis. The goal is to facilitate a community of practice in Philadelphia by creating a supportive peer learning environment with a pedagogical approach rooted in popular education and parent organizing rather than didactic formal instruction.

The Project Coordinator for Philadelphia programs will work closely with the National Director of Parent Education, the Project Manager of National Programs, Literacy Partners staff, and an advisory group of experts to implement the parent engagement tool locally. The main focus of the position is to help activate this tool to Spanish-speaking parents/providers in partnership with Philadelphia stakeholders including parents, community-based partners, education and government liaisons. This important team member will ensure fidelity to the model and delivery of quality results with a keen eye towards issues impacting family engagement locally.

Primary Responsibilities:

- Assists in coordinating logistics of workshop series with local partners
- Coordinates with local stakeholders to ensure project segments are aligned, implementation is on schedule, and communication is consistent
- Leads/co-facilitates workshops to caregivers, providers and stakeholders by implementing LFDC Tool Kit, through workshops
- Identify resources needed for project success, sets an action plan in place to resolve issues and makes referrals for supporting resources for Philadelphia families
- Works with the National Project Manager to collect evaluations, documentation and tracks progress of grant funded deliverables
- Gathers stories from the field to share with internal and external stakeholders
- Overseas delivery of Media Education initiative in Spanish
- Contributes to ongoing research and assists with facilitating focus and advisory groups
- Represents the values of the LP brand, programs and resources to partners locally
- Assists the National Director of Parent Education in administrative responsibilities and execution of LFDC initiative and development of Facilitator Training

Qualifications

- A minimum of a bachelor's degree
- Excellent project management skills
- Outstanding facilitation skills
- Great networking skills

- Direct experience in community-based work targeting Latinx families
- Deep understanding of race, class and culture
- Knowledge of systems supporting educational goals of early learners
- Great networking skills
- Ability to incorporate direction and work independently
- Bilingual (Spanish and English) required
- Travel is required

Competitive salary: The position will begin as soon as possible until June 30 contractually with the possibilities of full-time pending funding. Salary commensurates with experience

How to Apply: Send resume with a brief cover letter to job@literacypartners.org . Put “Project Coordinator for Philadelphia Programs” with your name in the subject line. Interviews will be granted on a rolling basis until the position is filled with a start date as soon as possible.

Literacy Partners is committed to diversity and is a proud Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees.