

# LITERACY PARTNERS

## JOB ANNOUNCEMENT

**Position:** Project Coordinator - Philadelphia Programs (Full-Time)

**Location:** Philadelphia, Pennsylvania

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.

### **Social Impact Educational Media Campaign**

In 2019, Literacy Partners launched a new national [social impact educational media campaign](#) for Spanish-speaking parents based on the acclaimed 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 along with *Too Small to Fail* of the Clinton Foundation and *Vroom*, an initiative of the Bezos Foundation.

After a successful launch in New York City, we have been invited to bring **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 *La Fuerza* Tool Kit, through workshops
- Identifies resources needed for project success, sets an action plan to resolve issues and makes referrals for supporting resources for Philadelphia families
- Works with the National Project Manager to collect evaluations and 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 Literacy Partners brand, programs and resources to partners locally
- Assists the National Director of Parent Education in administrative responsibilities and execution of the *La Fuerza* initiative and development of facilitator trainings

### **Qualifications**

- A minimum of a bachelor's degree
- Excellent project management skills
- Outstanding facilitation skills
- Great networking skills
- Direct experience in community-based work, working with Latinx families
- Deep understanding of race, class and culture
- Knowledge of systems supporting educational goals of early learners
- Ability to incorporate direction and work independently
- Bilingual (Spanish and English) required
- Travel is required

**Competitive salary:** Salary commensurate with experience, and an excellent benefits package.

**How to Apply:** Send resume with a brief cover letter to [job@literacypartners.org](mailto: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.

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