



## JOB DESCRIPTION

<b>Position:</b>	<b>Early Language and Literacy Coordinator</b>
<b>Reports to:</b>	<b>Vice President-Baby Steps</b>
<b>Supervises:</b>	Administrative Assistant
<b>Classification:</b>	Exempt
<b>Organizational Level:</b>	Executive

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**Distinguishing Characteristics of Work:** The Early Language & Literacy Coordinator is responsible for mobilizing and steering a strategic community-wide collaborative language & literacy initiative focused on grade level reading through emphasis on school readiness, attendance, prevention of summer learning loss, related health issues and parent engagement for children in Martin County.

**Essential Job Functions:**

1. Champion community-wide awareness of early literacy initiative with traditional and non-traditional collaborators and participants.
2. Recruit and convene the Leadership Council with key stakeholders at the table.
3. Prepare an inventory of the early language and literacy resources in Martin County.
4. Gather and analyze current data relevant to early language and literacy. Utilize the data and the Resource Inventory to identify emerging issues and establish priorities.
5. Support and guide the Leadership Council in the development and implementation of an Early Language and Literacy Action Plan, including a timeline with short and long-term goals.
6. Actively pursue additional resources, both cash and in-kind. Identify potential funding sources and prepare requests for funding for sustainability. Foster collaborative funding relationships for greater community impact.
7. Deliver presentations on early language and literacy.
8. Generate timely reports reflecting progress made toward plan objectives and identify any additional emerging issues.
9. Manage and comply with funder requirements for reports and data.
10. Keep Vice President-Baby Steps and Leadership Council informed of successes and challenges.

**Secondary Job Functions:**

1. Attend trainings, conferences, and shadow other Early Literacy projects/initiatives.
2. Maintain a dependable work schedule with flexibility for varied work hours.
3. Demonstrate emotional maturity and promote positive interactions necessary for team building.

4. Work well independently and in groups: self-initiate job responsibilities.

**HIPAA Privacy & Security Access:**

Due to the nature of this position, regular access to client files—electronically via the database and hard copy files via file cabinet is necessary. All employees in this position must use his/her password at all times and ensure proper log in/log off of the database and file maintenance at all times. Passwords must not be shared and hard copy files must be returned to a locked file cabinet.

**Core Skills:**

1. Possess skills to lead the way, strategize, organize, and mobilize a community wide initiative.
2. Diplomatically develop and maintain relationships with key stakeholders and Leadership Council members.
3. Actively leverage team building and team strengths.
4. Group facilitation skills.
5. Demonstrate effective oral and written communication skills in daily work.
6. Good analytical, negotiation, and problem-solving skills.
7. Respect for economic and cultural diversity; experience working with diverse groups of people.
8. Knowledge of language and literacy; experience working with children and families.
9. Adhere to established safety procedures and practices in the work area.

**Essential Physical Activities:**

- The ability to stand, sit, and bend
- The ability to drive a motor vehicle
- The ability to operate office equipment

**Equipment Used:**

Computer terminal, fax machine, copy/scanner machine

**Minimum Education, Training and Experience:**

1. Master's Degree in Education, Child Development, Library Science, Linguistics, Marketing, Public Administration, Communications or other related field.
2. Training in strategic planning, team building, motivational interviewing, communications, data management, report writing.

**Desirable Education, Training, Experience, Knowledge, Skills & Abilities:**

1. Ability to make sound judgements.
2. Exceptional written and verbal communication skills.
3. Ability to handle stressful situations.

To apply go to [www.hpsfl.org](http://www.hpsfl.org) for application, and send with resume to [kderringer@hpsfl.org](mailto:kderringer@hpsfl.org) by 5/15/17.