Literacy Specialist

Early Learning Coalition of Pinellas County is searching for a Literacy Specialist. The specialists are responsible for leading the Coalition's early literacy initiatives to promote reading readiness and successful kindergarten entry.

Essential Duties include:

- Provides technical assistance and coaching to providers participating in early literacy initiatives including Nemours and Officer Friendly's Book Club.
- Performs literacy-based screeners with children to collect data for programming (GRTR).
- Performs observations in classrooms to assess areas of need.
- Provides resources for professionals.
- Recruits and supports providers for early literacy initiatives.
- Provides training to professionals.
- Collaborates with the community to develop and implement early literacy projects.
- Performs other related duties as assigned.

Requirements include:

- Bachelor's Degree in Child Development, Early Childhood, or related field
- Five years of related experience.
- Strong computer skills, including proficiency with Microsoft 365
- Access to reliable transportation. Travel is required.
- Available to work evenings and weekends.
- Bilingual - English/Spanish preferred

To be the best fit, a candidate will need the following skills/experience:

- Must be able to align with coalition's core values and be a positive representative of the organization.
- Knowledge of high-quality early childhood developmentally appropriate practices for children 0-5 years of age
- Experience in coaching early childhood education providers
- Ability to collaborate and coordinate with other community agencies to maximize efforts and avoid duplicative services
- Experience in designing and implementing training for adult learners
- Knowledge surrounding emerging and literacy-based skills
- Interact as part of a team by exhibiting dependability, cooperation, initiative, and punctuality
- Ability to communicate effectively both written and verbally
- Self-motivated, ability to work independently and as part of a team
- Ability to work with people from diverse cultures, backgrounds and skill levels
- Excellent interpersonal and public relations skills and the ability to interact
- with all levels of management
- Excellent organizational skills, ability to move quickly from one task to another as needs dictates, and able to prioritize work to meet deadlines

Salary: $49,500/yr.
Hours: Normal Coalition Hours are Monday- Friday, 8am- 4:30pm. 40 Hours per week.
Evenings and weekends may be required for events.
Travel is required.