



## Job Opportunity

# Early Literacy Project Coordinator

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The Saskatchewan Literacy Network is a not-for-profit provincial organization that promotes and supports literacy throughout the province and nationally. We see a Saskatchewan where literacy and lifelong learning is integrated into our lives – at home, at work, and in the community – and where individuals can access the learning opportunities they want, when and where they need them.

We are hiring a term, part-time **Early Literacy Project Coordinator** position to join our fun, professional team (this position is 0.8 of full-time equivalent – 30 hours a week – until March 2020). You are encouraged to apply if you enjoy resource and community development, are experienced in workshop facilitation, and you're interested and experienced in strengthening early literacy through learning opportunities across our province.

### Position Summary

The position of **Early Literacy Project Coordinator** focuses on building on the strong foundations of early literacy work in this province to plan, develop, and implement a series of early literacy learning opportunities and resources for Saskatchewan families and people who work with those families. The work of this position will help solidify the importance of culturally-relevant, community-based early literacy development practices, reinforce the strong role that families have as a child's first teacher, and provide tools for participants to engage more fully with early literacy advancement.

The success of this position relies on an individual's knowledge and experience with early literacy development and related training and resources; their ability to work with community; and their skill and experience in planning, coordinating, and facilitating professional development and learning opportunities. This position works in a team with the SLN staff, in collaboration with the early literacy and early learning fields in Saskatchewan, and reports directly to the Executive Director.

### Position Responsibilities

- Develop learning opportunities in early literacy advancement for literacy and related practitioners, for those who work with families, and for families themselves.
- Create, review, update, and organize the translation of early (family) literacy resources and workshops.
- Coordinate the delivery of early literacy resources and learning opportunities, facilitating where necessary, across Saskatchewan in locations collaboratively determined by project stakeholders.
- Ensure accurate record keeping and reporting on all components of the early literacy project.
- Promote early literacy, and related resources and learning opportunities, to the public, and to practitioners, professionals, communities, government agencies, and other stakeholders in the province.
- Support and mentor existing programs and encourage capacity development in early literacy.

- Develop collaborative and cooperative relationships with programs, organizations, government departments, communities, and regions in support of a coordinated approach to professional and community development around early literacy.
- Negotiate, clarify, and formalize roles and responsibilities for early literacy project deliverables, as appropriate.

### **Knowledge, Skills, and Abilities Required**

- Post-secondary education specializing in early literacy, child development (especially as it relates to early literacy), and/or family literacy; or an equivalent combination of education and experience.
- Experience in culturally relevant programming and resource development.
- Knowledge of and the ability to apply adult learning principles to family and early literacy programming.
- Familiarity with the literacy and essential skills issues, and of the complexities of the literacy field in Saskatchewan and Canada.
- Project management experience with demonstrated success in meeting goals.
- Experience with group facilitation and the coordination and delivery of workshops and training.
- Coordination experience and the ability to manage small teams in delivering learning opportunities and resources provincially.
- Ability to develop and maintain respectful relationships in community.
- Exceptional resource development skills.
- Strong written and oral communications skills: particularly in creating documents and resources, and for public speaking.
- Demonstrated cultural competence and knowledge in working with different literacy contexts.
- Ability to work well independently and as part of a team.

This position is based in our Saskatoon office, with travel across the province. The successful candidate must have a valid driver's license with an acceptable driver's abstract. Regular office hours are Monday through Thursday, 8:30am to 4:30pm, with occasional evening and weekend hours.

The starting salary is based on the successful applicant's education and relevant experience, through our existing salary grid. We offer a competitive benefits package.

The successful candidate will be required to provide a criminal record check with a vulnerable sector search.

**To apply, submit your cover letter, resume, and three references by 11:59pm on Monday, January 28<sup>th</sup>, 2019 to [saskliteracy@saskliteracy.ca](mailto:saskliteracy@saskliteracy.ca).** Individuals with Indigenous ancestry are invited to self-identify in their cover letter or resume.

For more information, you can call us at 1-888-511-2111 (306-651-7288 in Saskatoon) or email [saskliteracy@saskliteracy.ca](mailto:saskliteracy@saskliteracy.ca).