



Saskatchewan
Literacy
Network

We're looking for a Family Literacy Specialist to join our team!

Who are we? We are the Saskatchewan Literacy Network (SLN) – a provincial non-profit charitable organization. We advance literacy in the province through resources, training, and ongoing support for literacy practitioners. We know that literacy is a right, and promoting literacy is a shared social responsibility. We are proud to work alongside partners across Saskatchewan to reduce literacy barriers so as to highlight the strengths of each person, family, and community. Phone us, toll free: 1-888-511-2111; or visit us online: www.saskliteracy.ca

Who we're looking for: We're looking for a **Family Literacy Specialist** to join our team, for a term, with the possibility of extension, to support family literacy advancement in Saskatchewan and family literacy collaborations across the country. This position will work with the team to research and design or redesign family literacy resources, training, and ongoing support methods for family literacy practitioners in Saskatchewan, and may include facilitating family literacy practitioner training and workshops as well as supporting family literacy awareness through communication strategies, including social media.

The ideal candidate will have a strong background in family literacy, including multi-generational family literacy and family literacy that honours cultural and linguistic diversity, neurodiversity, and the diversities of peoples within communities across our province. Ensuring Indigenous ways of knowing are well reflected is essential. Incorporating clear language and inclusive design principles that support adult and family learning is key.

Job Title: Family Literacy Specialist

Position Type: Term Position. Up to 1.0 FTE (Full-time Equivalent) – part-time work will be considered. This position may be on contract for the right candidate.

Term Length: 6 months, with the possibility of extension or transition to filling a maternity leave.

Work Location: Flexible. You may work either from our Saskatoon office or remotely from any location within the province. The SLN will cover the costs of any trips we require you to make, from within Saskatchewan to the Saskatoon office. Contact us if you are a Saskatchewan resident temporarily located outside of the province.

Key Responsibilities:

- Conduct research on family literacy best practices and emerging trends.
- Design/Redesign and develop family literacy resources and training, ensuring resources are culturally sensitive and inclusive, reflecting Indigenous ways of knowing, and sensitive to cultural and linguistic diversity as well as neurodiversity.
- Plan and deliver family literacy practitioner training sessions and workshops.
- As needed, provide ongoing support for family literacy practitioners.
- Collaborate with internal and external stakeholders on family literacy initiatives.
- Develop and implement communication strategies to raise awareness of family literacy.

Advancing Literacy and Learning for Life

Address: #11 – 2155 Airport Drive, Saskatoon, SK S7L 6M5

Toll Free: 1-888-511-2111 • **Phone:** (306)651-7288 • **Fax:** (306)651-7287

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- Apply clear language and inclusive design principles to create materials accessible to diverse audiences.
- Monitor and evaluate the impact of family literacy programs and resources.
- Maintain detailed records of training activities, participant progress, and feedback.
- Prepare and contribute to regular reports on program effectiveness and outcomes.

Qualifications:

- Bachelor's or Master's degree in Education, Literacy, or a related field. A combination of education and experience will be considered.
- Proven experience working in family literacy programs or initiatives.
- Experience in program or curriculum development and training delivery.
- In-depth knowledge of family literacy principles and practices.
- Familiarity with clear language and inclusive design principles.
- Strong cultural competence, and familiarity with Indigenous ways of knowing.
- Understanding of neurodiversity and the ability to tailor programs accordingly.
- Strong communication skills.
- Proficiency in using social media platforms for engagement and outreach.
- Strong familiarity with online platforms for communications, meetings, or delivering training.
- Ability to work collaboratively within a team and with external partners.
- Flexible and open to adapting strategies based on evolving needs and feedback.
- Ability to manage multiple tasks and deadlines effectively.
- Genuine passion for advancing family literacy and supporting diverse communities.
- Commitment to promoting inclusive and equitable learning opportunities.
- Experience working with Indigenous communities and knowledge of Indigenous languages.
- Familiarity with Saskatchewan's literacy landscape and community networks.

Does this sound like you? Here's how to apply: Send your resume (with 3 references), cover letter, and an example of a family literacy program or resource you were involved with to office@saskliteracy.ca by **January 17, 2024 at 5:00pm CST (UTC-6)**. Please put "Application for Family Literacy Specialist - [Your Name]" in the subject line. All applications will remain confidential.

Interviews will be conducted January 19 to 23, including on the weekend, as needed, either in person (Saskatoon, Regina, or Prince Albert) or through Zoom. Regina in-person interviews January 19. Prince Albert in-person interviews January 22. Saskatoon in-person interviews January 23.

We appreciate the effort and dedication of all applicants – we know it takes a lot of work – and we thank you for your interest. We will only contact shortlisted candidates regarding interviews.

This job description outlines the core responsibilities and requirements of the role and is not exhaustive.

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