



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Family Literacy Coordinator

Early Learning

Job Purpose

The Early Head Start Family Literacy Coordinator will be responsible for the design, delivery and evaluation of the literacy component for the Early Head Start Program. Family Literacy is embedded into all program components and uses a modified models approach. The Coordinator will work collaboratively with community partners to promote effective approaches to literacy within low-income families.

Duties and Responsibilities

Resource Development:

- Purchase appropriate resources for both children and parents to foster the development of literacy.
- Create and maintain a lending library at each site.

Network and Training:

- Share information and resources with the Early Intervention Consultants, childcare staff and volunteers to foster family literacy within the program.
- Seek out professional development opportunities for staff.
- Participate in program planning with respect to literacy.
- Meet with consultants and childcare staff to provide family literacy activities and strategies.
- Meet with families at groups and on home visits to discuss the value of early literacy and give ideas for implementation.
- Network with other programs in the community.
- Work collaboratively with our community partners to raise literacy awareness.
- Support the development of a literacy friendly environment.

Administrative:

- Complete evaluations and qualitative data with families, staff, partners and supporting agencies.
- Prepare a monthly report for management.
- Maintain files and information related to the position.
- Compile and assist with monthly and annual reports.
- Attend and report at staff meetings.

- Meet regularly with supervisor.
- Assist with FLIF budget development, management and record keeping.

Qualifications

- Must have **Foundational Literacy or Certificate in Family Literacy** plus the following models components: **Literacy and Parenting Skills (LAPS) and Rhymes that Binds**
- Degree or diploma in the Human Services field
- Ability to promote practical applications of literacy strategies for families in their homes and at groups.
- Work well independently and in a team environment.
- Must have strong leadership and interpersonal skills.
- Experience with social, economic and/or culturally diverse and challenged populations.
- A good understanding of adult literacy.
- Knowledge of normal infant and preschool health, growth, development and parent child relationships.
- Good computer skills.
- Clear Security Clearance and Child & Youth Intervention Record Check.
- Certification in First Aid and CPR.

Working Conditions

This position is a full time position during regular weekday business hours. On occasion, you may be required to work in the evenings and /or on weekends and it is expected that you modify your schedule accordingly. This position requires that the incumbent have a valid driver's license and a reliable vehicle.

This is a contract position; with the possibility of extension

Salary Scale

Starting: Direct III \$17.68/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.