



# Early Literacy Coordinator

**TITLE:** Early Literacy Coordinator

**REPORTS TO:** Vice President of Community Impact

**LEVEL/STATUS:** Exempt

**SUPERVISES:** None

**UWGT VISION:** Connected individuals and families maximizing their potential.

**UWGT MISSION:** To achieve positive sustainable change through education, financial stability and health for everyone in our community.

## **SUMMARY POSITION DESCRIPTION:**

The Early Literacy Coordinator (ELC) will focus on supporting collective impact with key agencies (e.g. nonprofits, early literacy focused organizations, philanthropic organizations, schools, businesses, and community stakeholders) to collaborate and work together. These organizations will be committed to determining the gaps, identifying solutions, and implementing a collaborative approach to improve language and literacy outcomes for Kansas children ages birth to eight years of age. The ELC will work to broaden the scope of school district activities or any one local literacy initiative. Additionally, the ELC will promote early literacy throughout the school district and work with existing organizations to build a new collective strategy to achieve goals. This position is funded by a grant from the Kansas Health Foundation.

## **POSITION DUTIES & RESPONSIBILITIES:**

- Lead a coalition of stakeholders to develop and implement a plan to promote early literacy investments.
  - Work with core partners in the development of an overall strategic literacy action plan for USD 501 and coordinate the existing initiatives and early literacy work within Shawnee County under one agenda through Communities Supporting Early Literacy.
  - Provide reports and updates to KHF and serve as the primary point of contact for grant requirements and communication regarding the initiative.
  - Lead the collaborative in facilitating stakeholder meetings, assessing data, and promoting a learning culture within the collaborative.
- Support stakeholders and agencies to implement the shared agenda to support increased birth to age eight literacy strategies.
- Lead local efforts to methodically connect existing public and private early literacy investments and identify opportunities to address critical gaps.

- Serve in a community relations capacity to expand and coordinate multiple networks.
- Coordinate the efforts of multiple work groups focused on:
  - Data-driven decision making
  - Effective, research-informed strategies
  - Collaboration and intentional alignment and leveraging of existing services and resources
  - Quality, effectiveness, and fidelity to implementation
  - Impact and continuous improvement for all
- Promote and support the Kansas Can Vision and the Kansas State Board of Education's goal of Kindergarten readiness and identify pathways for transition from pre-K to Kindergarten.
- Help school districts and local communities create the processes and spaces that will generate authentic and diverse collaboration or build upon existing efforts, which will result in a coordinated approach to supporting increased early literacy.
- Work with the school district to promote equity in early education examining curriculum to promote transformation, discipline policies, teacher professional development and social emotional well-being as they impact early literacy.
- Work with stakeholder agencies to make language acquisition, emergent literacy, and literacy a priority in local and state policy decisions.
- Oversee the communication efforts to imbed early literacy messaging into public awareness campaigns.
- Serve as the lead for the Shawnee County Campaign for Grade Level Reading.
- Attend appropriate volunteer councils within the organization.

Fulfill additional duties as assigned by the Vice President of Community Impact.

**IMPORTANT INFORMATION:**

- Must have the ability to appropriately present information and data in written, electronic, and oral forms to diverse target markets.
- Must have the ability to manage and prioritize multiple tasks simultaneously.
- Must have the ability and desire to meet, develop relationships, and work with a variety of people.
- Expected to have a commitment to excellence and to the mission of UWGT.

**JOB REQUIREMENTS:**

Education: Bachelor's degree in early education or related area preferred

Skills:

- Technical and analytical skills
- Strong communication skills, including written, facilitation and engaging presentations
- Interpersonal skills (communication, problem solving, conflict management, collaboration); enjoys working with a variety of perspectives and life experiences and seeks to include people in team-based processes
- Highly organized with effective project management approaches for coordinating multiple agencies' meetings and tasks
- Strong strategic and analytical skills and creative problem-solving

- Ability to work in a fast-paced setting with many projects running simultaneously

Experience:

- Knowledge of the early education or literacy sector and practices
- Knowledge of collective impact models and functions
- Strong leadership skills
- Public speaking and meeting facilitation
- Knowledge of Microsoft products

Physical Demand:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk, and hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand; walk; and occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds.
- High level of stress caused from tight deadlines.
- Moderate level of physical activity during events.
- Moderate level of mental and/or visual fatigue and/or eyestrain may result from looking at a computer screen for extended periods of time.
- Occasional work outside of normal office hours is required.
- Required to attend community events and activities related to United Way's goals and activities.
- Frequent local travel is required.

**WORK ENVIRONMENT:**

- United Way of Greater Topeka is an EEO/AA employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability and sexual orientation.

**My signature below indicates I have read and understand this job description and the workplace competencies.**

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**Employee Signature** **Date**

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**Supervisor Signature** **Date**