Location: Enoch Pratt Free Library
Job Title: Bilingual Family Literacy Outreach Specialist

Responsibilities: Under the direction of the Family Literacy Outreach Coordinator, the Bilingual Family Literacy Outreach Specialist/Books For Me Coordinator will lead the management of the Books For Me program and facilitate the early literacy workshops for parents and caregivers of children below five. Furthermore, the monthly workshops will be provided at the location of 8-10 partner Head Starts and Judy Centers throughout Baltimore City. Additionally, they will assist in the design and delivery of library programs and services for children below five and their families. They stay current on trends in youth literature, programming and popular culture, support family literacy programs at the Central Library and neighborhood branches, and participate in the development and facilitation of training for staff and community partners.

Summary of Duties
The Family Literacy Outreach Specialist will:
Coordinate and facilitate the implementation of the grant-funded Books for Me program:
Plan and present interactive family literacy workshops to engage caregivers in the best practices of developing pre-literacy skills and a love of reading in children ages 0-5.
Create and maintain partnerships with community partners serving families with young children such as Head Start centers, preschools, etc.
Manage the evaluation of the program, including the participation and engagement of caregivers and partner sites, caregiver knowledge of pre-literacy skills, and library usage. Develop the annual report, which outlines program statistics and outcomes.
Consult with the Manager of Children’s Services and Family Literacy Outreach Coordinator about the project’s budget and expenses, and track spending in accordance with the grand guidelines.
Contribute to the orientation of new children’s librarians and facilitate training and professional development sessions for staff and community partners.
Develop and facilitate programs that support family literacy and the development of reading routines. Create and maintain professional relationships with city and community agencies. Identify opportunities for collaboration on programs and services.
Participate in the planning and implementation of system-wide children’s programs and projects such as Summer Break Baltimore, the Read to Reef Book Club, and Ticket to Discovery.

Requirements:
Bachelor's Degree from an accredited college or university.
Ability to speak, read, and write fluently in English and Spanish.
Demonstrated knowledge of children’s literature and programming trends for ages 0-5.
Relevant experience in coordinating and implementing public programs and workshops.
Demonstrated success in creating and maintaining partner relationships.
Salary Range: $52,875.


Closing Date: 10/1/2024