



Literacy Specialist – Avery County

Purpose: The Literacy Specialist will support the organization’s mission and vision by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, trustworthiness, accountability and commitment to the community. The Literacy Specialist provides professional support to the community, families and child care providers, with information regarding early literacy and child development.

Responsibilities:

1. Maintain and build the Avery Children’s Resource Library inventory and resources. Oversee material check out procedures and build community utilization.
2. Manage the Avery Imagination Library enrollment database. Maintain strong community and family engagement in book distribution procedures.
3. Support fundraising efforts for literacy services, including semi-annual AMY Wee Trade children’s consignment sales, serving as lead for consigner communications.
4. Lead BlockFest event data collection and reporting, and support inventory management.
5. Participate in programmatic data collection, reporting, evaluation and monitoring.
6. Create community displays and presentation boards.
7. Collaborate with other Partnership team staff, including planning, evaluation and participation in community events.
8. Perform general office duties as assigned.

Qualifications:

Associate’s degree preferred, with experience in programs serving children and families. The ability to independently prioritize and manage multiple tasks, with follow-up and timely completion of assigned projects.

Computer Skills: Proficiency in word processing, and competency (with training) to use online library management software. Ability to effectively use email and internet applications.

Language and Communication Skills: Strong oral and written communications skills are key to effectively communicate through reports, correspondence, and presentations.

The position is designed for 30-40 hours/week, and is based in the Newland Partnership office. Our family-friendly work environment offers group health insurance and retirement benefits, travel expense reimbursement, paid holidays and paid leave. The pay range is \$15-\$17/hr.

Interested candidates submit resume and cover letter to:

Partnership for Children
PO Box 1387, Burnsville, NC 28714
director@brpartnershipforchildren.org