

## JOB ANNOUNCEMENT

---

---

**JOB TITLE: Read On Flagstaff Literacy Coach**

---

---

### *SUMMARY OF DUTIES AND RESPONSIBILITIES:*

Under the direction of the Read On Flagstaff Literacy Coach Coordinator, Family Literacy Coaches (Coach) are responsible for assisting families who reside in the Sunnyside neighborhood to develop or enhance their literacy abilities and capacities. The work is performed in-home and involves fostering collaborative working relationships with families, assessing the literacy environment in their homes and providing technical assistance, coaching and/or other training customized to each family's unique strengths and desires.

### *POSITION RESPONSIBILITIES:*

#### *Essential duties:*

- ❑ Under the direction of the Read On Flagstaff Literacy Coach Coordinator and the Read On Flagstaff Programmatic Supervisor, is accountable for the achievement of assigned work projects;
- ❑ Identifies, recruits and provides services to families most in need of in-home support and/or other family literacy services;
- ❑ Provides literacy development activities customized to each family's needs through home-based instruction, mentoring, and coaching that empowers parents/families to support the educational growth of their children;
- ❑ Refers families to appropriate community resources including those provided by the United Way of Northern Arizona (UWNA) and other such as the Dolly Parton Imagination Library and KinderCamp;

#### *Desirable Knowledge, Skills and Abilities*

- Experience working in an early childhood and/or family literacy setting;
- Knowledge of, experience in, and proficiency with literacy techniques and early childhood education;
- Experience, comfort and sensitivity working with persons from diverse cultural and economic backgrounds;
- Good oral, written and interpersonal communication skills;

- Flexible and adaptable to meet the needs of parents/families, the children and the program;
- Possesses reliable transportation and able to travel regularly in execution of duties and responsibilities; and
- Works occasional evenings and weekends as requested.

Other: Valid Arizona driver's license, social security and proof of current automobile insurance.

Applications will be accepted until February 5<sup>th</sup>. The position will remain open until filled. Position will be based at a remote location, outside of the UWNA offices.

Please submit a cover letter and resume to:

United Way of Northern Arizona

Attn: Peter Van Wyck

1515 E Cedar Ave, Suite D-1

Flagstaff, AZ 86004

Or via email at [pvanwyck@nazunitedway.org](mailto:pvanwyck@nazunitedway.org)

United Way of Northern Arizona is an Equal Opportunity Employer. All applicants are considered regardless of his or her race, color, gender, religion, national origin, creed, age, gender, gender identity, marital or veteran status, sexual orientation, political affiliation, mental or physical disability unrelated to job performance or any other legally protected status.