**Job Posting**

**Literacy Specialist, Alamance Partnership for Children**

**Summary**

The Alamance Partnership for Children is a not-for-profit organization serving young children and families in Alamance County. We are an early childhood initiative designed to ensure that young children enter school healthy and ready to succeed. The Partnership is the local administrator for Smart Start and NC Pre-Kindergarten funds. The position is full-time and exempt.

**Responsibilities**

Under the supervision of the Program Director, the Literacy Specialist provides overall coordination of the Partnership’s literacy activities and programs.

* Manages contracts and agreements, coordinates amendments and renewals with partners.
* Creates and maintains an inventory of books.
* Identifies possible new programming opportunities with our partners across the county.
* Assists partners with identifying and enrolling eligible children and families.
* Understands and meets funder requirements for each literacy program and ensures that the programs operate with model fidelity.
* Collects accurate participant and program data and performs data entry to meet program requirements.
* Monitors, tracks, and reports on activities, outputs and outcomes as required by the Partnership, the North Carolina Partnership for Children and other funders as needed.
* Engages with the community and cultivates collaborations in the best interest of the Partnership

and as assigned by the Program or Executive Director.

* Assists the Program Director with researching grant possibilities.

**Education/Experience/Requirements**

A bachelor’s degree is strongly preferred; an Associates Degree in early childhood plus ongoing enrollment in a BA program may be considered. Applicant must have a minimum of two years of experience in early childhood organizations, along with strong oral and written communications skills.

Unless prohibited by law, the Partnership requires all staff to certify that they are fully vaccinated to be employed. Those who cannot get vaccinated for medical or religious reasons can request an accommodation where required by law.

The Alamance Partnership for Children is an equal opportunity employer.

**Send a cover letter and resume to** **HumanResources@alamancechildren.org**