



## **FREE LIBRARY OF PHILADELPHIA**

DEPARTMENT: Youth Services and Programs Division (YSP)  
POSITION: Project Director – Literacy in Early Learning Spaces Initiative  
CLASSIFICATION: Exempt  
REPORTS TO: Chief, Youth Services and Programs Division

### **Description**

Opportunity for a detail-oriented project manager with excellent communication skills to coordinate and implement the Literacy in Early Learning Spaces initiative at The Free Library of Philadelphia. This is a three-year, grant-funded, full -time position.

### **Essential Functions:**

1. Organizes and manages all aspects of this new project, including coordination with Early Learning Programs, neighborhood libraries, and the partnering organizations/consultants;
2. Assesses status and needs of Early Learning Programs for eligibility to participate in initiative;
3. Supervises and manages work of Early Childhood Literacy Specialists, including managing their work at a variety of Early Learning Programs;
4. Cultivates and manages relationships with Early Learning program teachers and directors, Free Library staff, consultants and partners, parent ambassadors, and participating families, independently and working through the Early Childhood Literacy Specialists;
5. Along with Youth Services staff and grant guidelines, develops framework of participation by Early Learning Programs and the implementation of the professional development, technical assistance, and literacy spaces for child care programs;
6. Develops and produces appropriate promotional and outreach materials;
7. Along with Youth Services staff and Early Learning programs, plans and orders materials to enhance early literacy spaces in Early Learning programs;
8. Works with consultant to develop and use appropriate tools to measure the outcomes of professional development, family literacy programming, early literacy spaces and materials, and technical assistance;
9. Gathers, maintains, and shares qualitative and quantitative data for grant reporting;
10. Visits Early Learning programs, neighborhood libraries, and partners as needed;
11. Performs other duties as instructed and assigned.

### **Required Knowledge, Skills & Abilities:**

1. Outstanding organizational skills
2. Demonstrated project management expertise
3. Strong interpersonal skills;
4. Excellent communication skills;
5. Ability to present to groups;

6. Ability to develop positive, productive relations with people in the community;
7. Ability and initiative to work independently;
8. Knowledge of early childhood development, early literacy, and children's literature is beneficial.

#### Education & Experience:

1. Bachelor's degree;
2. Project management experience preferred;
3. Early Childhood experience or children's librarianship is preferred;
4. Or equivalent technical training, education, and/or experience;

#### Terms of Employment

- Full Time (37 ½ hours per week)
- Monday – Friday, 8:45 am – 5:00 pm is the general work day
- Evenings, early mornings, and weekends as required.
- Successful applicant must submit proof of required background clearances prior to hire date (PA State Criminal Record Check, PA Child Abuse History Clearance, & Federal Criminal History Record).
- This position has a full Benefit Package: Health, dental, life, and disability insurance; flex benefits and Retirement Plan; generous leave time allowance.

#### **To Apply:**

Please e-mail cover letter and resume with "Literacy Project Director" in the subject line to: [kowalskic@freelibrary.org](mailto:kowalskic@freelibrary.org) (Attachments as PDFs or in Microsoft Word, please)

For more information contact:

Christine Kowalski

Manager of Human Resources

[kowalskic@freelibrary.org](mailto:kowalskic@freelibrary.org) (Attachments as PDFs or in Microsoft Word, please)

The Free Library of Philadelphia Foundation is an Equal Employment Opportunity Employer. Minorities and LGBTQ individuals are encouraged to apply.