



Early Literacy Alliance of Waterloo Region

Partnering for early literacy. Ensuring a stronger future.

Position: Project Coordinator

Posting Date: Wednesday, January 11, 2017

Closing Date: Monday, January 23, 2017

The Early Literacy Alliance of Waterloo Region is accepting applications for a part-time, contract Co-coordinator for our “Prescription for Literacy” project.

The project will bring together community partners to highlight key messages about the importance of early literacy development to families through universal access points (e.g. health care sites). Using Design Thinking, we will develop community-led solutions, consider collective impact, and build capacity, accelerating the early literacy movement in Waterloo Region.

Working with a team of consultants and stakeholders, this position will play a key role in the research, design and development of this project. If you are an energetic, well-organized self-starter with demonstrated leadership in project-management, this opportunity could be right for you.

This is a two year contract position. Flexibility in scheduling during peak work periods and the ability to travel and work in different locations locally are requirements for this position.

Major responsibilities include:

- Act as a key liaison between the ELAWR collaborative, project design consultants and community partners
- Participate in the research, design, development and evaluation of the project
- Prospect and engage key community partners (e.g. in the health care community) to join in our mission of bringing resources and key messages about the importance of early literacy to families in Waterloo Region
- Communicate in a variety of ways using blogs, social media, workflow applications, public presentations and other tools
- Develop content for and maintain project website
- Assist with planning and organizing training sessions and events
- Report to the ELAWR core planning committee and provide updates at ELAWR meetings

The successful applicant will possess these qualifications, skills and attributes:

- Minimum post-secondary diploma or degree in a related field (e.g. social science, communications, project management)
- Demonstrated leadership skills with experience working with and leading multi-stakeholder projects
- Knowledge of or experience working with design thinking and people centered planning
- Proven research experience using qualitative and quantitative methods
- Excellent written and verbal communication skills, including public speaking skills
- Proficient in Microsoft Office applications and technical competency to learn and use workflow, website maintenance and cloud-based team collaboration tools
- Commitment to the creative process and to innovative, forward thinking
- Ability to adapt to flexible work schedules
- Comfort with managing own schedule and dealing with competing demands
- Ability to work independently and as a team player
- Own reliable transportation with liability insurance

The successful applicant will be provided with office work space, use of a laptop and printer, and a cell phone subsidy to carry out the role. Limited mileage will be reimbursed.

Compensation: \$25-\$30/hour

Start Date: February 2017

Hours: Average 24 hours per week; composition to be determined by the project timelines

Deadline: Please submit your cover letter and resume by January 23, 2017 at 12:00 noon to:

E-mail: earlyliteracyalliance@outlook.com

(use "Project Coordinator Posting" in the subject line)

We thank all applicants for their interest, however only those being considered for an interview will be contacted.