



BEST BEGINNINGS

Alaska's Early Childhood Investment

POSITION DESCRIPTION

Early Literacy Project Manager

Best Beginnings is the statewide public-private partnership that mobilizes people and resources to ensure all Alaska children begin school ready to succeed.

The EARLY LITERACY PROJECT MANAGER coordinates Best Beginnings' overall plan to improve early literacy and language skills of Alaska children from birth to kindergarten. Dolly Parton's Imagination Library in Alaska is a major component. The EARLY LITERACY PROJECT MANAGER works with Imagination Libraries and other partners in Anchorage and across the state to promote growing readers, building strong families, and engaging community. The EARLY LITERACY PROJECT MANAGER may be assigned special projects from time to time.

This position is full-time, exempt, grant-funded, and based in Anchorage. Open until filled.

TASKS AND RESPONSIBILITIES

- Coordinate organizational efforts to boost early literacy and language skills of young Alaska children.
- Collaborate with other staff to educate and inform parents and other caregivers about early literacy.
- Develop project materials and coordinate their distribution.
- Take the lead on ensuring the statewide network of Imagination Libraries is strong and effective.
- Extend and continue outreach statewide to recruit new Imagination Libraries, foster their development, gather new partners, and seek new opportunities.
- Design and implement training and technical assistance for Imagination Libraries that will maintain momentum, support growth, and build sustainability.
- Manage annual grant process for Imagination Library partners. This includes technical assistance to applicants, application evaluation, and management of committee review.
- Produce grant agreements, and establish payment and reporting schedules.
- Use traditional and new methods of communication to maintain relationships, ensure accountability, and encourage and facilitate sharing statewide.
- Track project results, budgets, timelines, and scope of work.
- Organize and maintain records and files.
- Prepare reports for the Board of Directors and others such as funders and policy makers.
- Represent Best Beginnings as needed.
- Contribute to the overall strategies for accomplishing Best Beginnings' goals.
- Provide other support to executive director and Board of Directors as assigned.

QUALIFICATIONS

Education/Work Experience

- Bachelor's degree and experience in early childhood, especially early literacy and language development; project management; training and development
- Comparable experience may be considered.
- Experience with rural Alaska.

Skills, Knowledge, and Attitudes

- Enthusiastic about Best Beginnings' mission.
- Eager to explore new ideas, learn new skills.
- Well-developed sense of humor.
- Deep understanding of early literacy and language development, especially the role of the family.
- Ability to research, develop, and implement strategies and activities to increase parent knowledge of positive early learning practices.
- Ability to organize, plan, and manage multiple tasks, projects, and events simultaneously, set priorities, meet deadlines, and work under pressure.
- Knowledge of early learning programs, services, and initiatives across Alaska.
- Strong verbal and written communications skills, including public speaking.
- Knowledge and experience related to a broad array of organizational development and training, such as planning, team leadership, volunteer coordination, meeting and group facilitation, program development and design, cross-cultural communication, and results-based accountability.
- Experience with project management.
- Ability to analyze data and use results to inform practice.
- Commitment to working collaboratively with partners.
- Ability to work both independently and as a team member.
- Proficient with MS Office applications and Mac computers, experience with WordPress a plus.
- Knowledge and appreciation of Alaska's cultural, geographic, and economic diversity.

Travel

- Access to a reliable insured automobile to be used for work-related travel in the Anchorage area
- Travel within Alaska is required.

Benefits

Paid holidays, paid time off (PTO), flexible schedule

Compensation

\$50,000-65,000 per year, 40 hours per week

To Apply

Please email (with *Early Literacy Project Manager* in the subject line), fax, or mail a letter of interest, resume, a writing sample relevant to the position, and names, addresses, and telephone numbers of two professional references to:

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