



We Are HIRING!

Early Literacy Consultant

Location: Remote(Virtual) and In-person
Employment Type: Contract

www.thebookshelfproject.org

About The Bookshelf Project, Inc.

The Bookshelf Project, Inc., a Washington, DC and Maryland-based early literacy intervention nonprofit dedicated to empowering early childhood educators, schools, and other stakeholders to build foundational literacy skills in young learners. Through high-quality, research-based professional development, we aim to bridge the literacy gap and foster a lifelong love of reading and learning in children. We are seeking a passionate and experienced Literacy Consultant to join our dynamic team and support the delivery of our Early Literacy Professional Development (PD) services. This is a unique opportunity to contribute to meaningful change in the education field by equipping educators and coaches with the tools and strategies needed to enhance literacy outcomes for children.

Responsibilities:

As a Literacy Consultant, you will:

Facilitate Professional Development Workshops:

- Deliver engaging and interactive workshops for early childhood educators and coaches based on The Bookshelf Project's PD modules.
- Tailor training sessions to meet the specific needs of clients, including early education centers, schools, and community organizations.

Collaborate with the Team:

- Work closely with The Bookshelf Project's leadership and staff to refine training materials and develop customized PD plans for clients.
- Contribute to the continuous improvement of training modules by integrating the latest literacy research and client feedback.

Provide Expertise on Early Literacy Development:

- Incorporate research-based practices, that address the unique needs of infants, toddlers, preschoolers, and elementary-age learners.
- Support educators in creating literacy-rich environments and implementing developmentally appropriate practices.

Support Coaching Initiatives:

- Provide specialized training for instructional coaches on observation, feedback techniques, and culturally responsive literacy practices.
- Assist coaches in using data to guide their support for educators.

Engage with Clients:

- Build relationships with educational leaders and stakeholders to ensure program success.
- Conduct needs assessments to identify areas of focus and tailor services accordingly.



THE BOOKSHELF PROJECT

CREATING IN-HOME LIBRARIES FOR CHILDREN



Qualifications:

We are looking for a candidate who possesses:

Education and Experience:

- A Master's degree in Early Childhood Education, Literacy, Curriculum Development, or a related field.
- 3-5 years of experience in early literacy instruction, coaching, or professional development delivery.

Skills:

- Strong facilitation and presentation skills with the ability to engage diverse audiences.
- Exceptional interpersonal and communication skills.
- Proficiency in adapting training content to meet the needs of various clients.

Knowledge:

- Deep understanding of early literacy development across age groups, including infants, toddlers, and elementary learners.
- Familiarity with early literacy best practices and other evidence-based literacy frameworks.

Other Requirements:

- Availability to travel for occasional in-person sessions.
- Experience working with culturally and linguistically diverse populations.
- A commitment to equity and inclusion in education.

Compensation:

- Competitive consultant rates based on experience and expertise.
- Reimbursement for travel and related expenses.

How to Apply:

- A cover letter detailing your experience and alignment with The Bookshelf Project's mission.
- A current resume or CV.
- Contact information for three professional references.

Join us at The Bookshelf Project, Inc. and help shape the future of early literacy education. Together, we can empower educators and ignite a love for learning in every child!

CONTACT:

Please send your application materials to:

Email: info@thebookshelfproject.org

Subject Line: Literacy Consultant