

POSITION ANNOUNCEMENT
Outreach Assistant – Bringing Books to Life!
Nashville Public Library Foundation

Bringing Books to Life! (BBTL) is an award-winning preschool literacy initiative created by Nashville Public Library in collaboration with various agencies and institutions to serve the families and children of Nashville. The program utilizes the Library's unique troupe of performing artists and historic collection of marionettes to foster reading readiness through literature-based theatre presentations, classroom lessons, and family literacy workshops. This temporary, grant-funded program sponsored by the Nashville Public Library Foundation seeks to make the library a meaningful part of the lives of children and their families and emphasize the importance of reading to children.

Outreach Assistant: This is a part-time, 20 hour per week, temporary position for a candidate who possesses, preferably, a bachelor's degree in early childhood development/education, experience in non-profit work, and excellent organizational skills. Reporting to the Program Coordinator, the Outreach Assistant will participate in the preparation for and delivery of program activities (including teacher trainings, story times, literacy celebrations, and parent workshops), and assist with outcome-based evaluation and reporting. Candidate will be expected to travel throughout Davidson County. Position offers a flexible schedule with some evening/weekend hours and a salary of \$13.50/hour.

Specific duties include:

- Preparing materials for program activities
- Organizing and maintaining program work spaces
- Assisting program staff with teacher trainings, family literacy workshops, family literacy celebrations, and other program activities as assigned
- Conducting story times for children
- Maintaining an inventory of supplies for program activities
- Using Microsoft Excel to analyze and report data
- Other duties as assigned

Required qualifications:

- Excellent written and oral communication abilities
- Excellent organizational skills
- Knowledge of children's literature and early literacy skills
- Experience working with children in a classroom setting
- Working knowledge of Microsoft Office Suite including MS Word, MS Excel, and PowerPoint

Preferred knowledge/skills/abilities:

- Bachelor's degree in early childhood development/education or related field preferred
- Experience with marketing program objectives in the education/non-profit arena
- Understanding of library services and mission
- Ability to establish and maintain effective working relationships with library staff and staff from local agencies working with young children

To apply:

Send cover letter of interest & résumé to jobs@nplf.org or mail to the following address:

Nashville Public Library
Attention: Bringing Books to Life!
615 Church Street
Nashville, TN 37219

DEADLINE: July 9, 2010