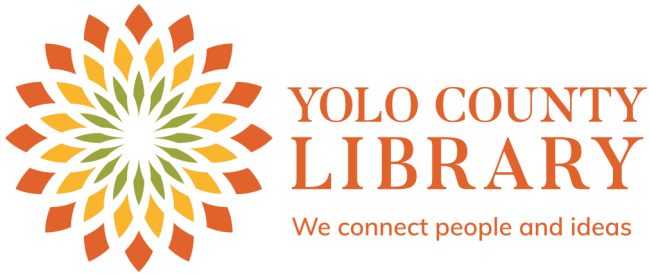


# NOW HIRING



## Family Literacy Assistant

**Position Assignment:** Library Assistant II

Yolo County Library is seeking an extra-help, bilingual Family Literacy Assistant for the Yolo Reads Adult & Family Literacy Service. This position will focus on providing Family Literacy library programming to Yolo County communities.

This temporary, non-benefited, limited-term position works with Literacy, Youth Services, Adult Services staff and volunteers to provide outreach and programming designed to reach low-literacy English speaking adults with pre-school and school-age children. The position will coordinate with multiple branches to ensure that Yolo County branch libraries have the expertise and resources to welcome and support the needs of these families.

**Please apply by November 1, 2019 by submitting resume and cover letter by email to [Elizabeth.gray@yolocounty.org](mailto:Elizabeth.gray@yolocounty.org)** or hand deliver your application to a Yolo County Library branch with "Attention: Elizabeth Gray" on the envelope.

### RESPONSIBILITIES:

Under guidance from the Yolo Reads Adult & Family Literacy program coordinator: plan, develop, and implement family literacy services and programs; Work with other YCL staff to provide training and standards in early, family, and adult literacy; Coordinate Family literacy outreach activities through a variety of programs and projects; Contribute to social media presence, press releases, flyers, and other publicity related to family literacy outreach and activities; Maintain accurate statistics for reporting to the California State Library and other stakeholders; Represent YCL at and participate in local literacy-related activities, programs, and workshops; Travel to YCL locations as needed

### QUALIFICATIONS:

- High School degree required
- Ability to speak to large groups. Spanish language skills desirable; Early childhood development and/or early literacy experience preferred; Energetic, organized, creative, and reliable; Excellent interpersonal skills; ability to communicate effectively; ability to work both independently and within a team environment on a multitude of tasks; Demonstrated ability to plan work in advance and execute those plans on deadline; Ability to develop, organize and conduct literacy training sessions; Ability to operate standard office equipment using spreadsheets, databases, and word documents