Tandem, Partners in Early Learning® is Hiring!
Part-time (0.6 FTE), Temporary Early Learning Specialist

Location: Oakland, CA, with ability to work from home
Reports to: Program Supervisor, Alameda County
Starting Salary: $27,000 - $28,800 DOE (0.6 FTE)
Term of Employment: Starting immediately - June 30, 2021, with potential to renew contract
Benefits: Health, dental & vision insurance, generous PTO and 401K plan
Experience: Entry-level/Early Career Professional

Are you looking to make a difference to children and families in low-income communities? Do you want to get PAID to read with children? Tandem, Partners in Early Learning is looking for a new Early Learning Specialist to join our Alameda County team.

Who We Are
Over the last decade, Tandem, Partners in Early Learning® has provided high-quality, age-appropriate, multilingual, diverse children’s books and training for educators, families, and community members in early learning topics. Tandem supports children and families in underserved communities in San Francisco, Alameda, and Contra Costa counties.

Tandem is committed to building a diverse staff and strongly encourages applications from people of color, people with disabilities and people of all genders who are lesbian, gay, bisexual, transgender or intersex.

Who You Are
- A person with a passion for working with young children and their families to promote early learning and kindergarten readiness
- Passionate about working with diverse communities
- Excited to work in a non-traditional work environment where work can range from sitting on the floor reading to kids to working with community partners on special projects and events.
- Comfortable with learning new technologies and applications (Asana, Airtable, Salesforce, Expensify, Egnyte, Buddy Punch, Zoom).
- Comfortable presenting information in person and virtually via Zoom
- Confidence in scheduling appointments, managing a calendar, and documenting visits on a database
- Proficient in MS-Office Suite and G-Suite tools
- Ability to communicate, present, and translate information fluently in Spanish is a plus.

The ideal candidate is excited to learn and grow with our small organization.

What You’ll Do
Specific duties include, but are not restricted to:
- Support classrooms participating in StoryCycles® our school-to-home book rotation program, by offering read aloud demonstrations and technical assistance to educators
- Create and deliver workshops for families, educators, and family support professionals
• Develop and manage relationships with community partners to extend the reach of Early Learning Everywhere our community-focused program for families whose children are not enrolled in formal preschool
• Source, evaluate, and order high-quality, multilingual, diverse books for distribution to children and families through our partner organizations.

This role currently requires confidence presenting via Zoom using interactive virtual tools due to Covid-19 and the ability to work remotely from your home.

This role requires a valid California Driver’s License, satisfactory driving record, and access to an insured vehicle as well as up-to-date immunizations (specifically proof of immunity to Measles and Pertussis as well as annual flu vaccinations and TB tests every 4 years).

**Physical Demands**
This position requires the ability to regularly sit for long periods, use a computer to create and update documents frequently; operate a motor vehicle and navigate roads; and lift and carry up to 35 pounds.

**What’s Next?**
Send (a) a cover letter and (b) your resume via email with YOUR LAST NAME_ALAELS as the subject line to jobs@tandembayarea.org.

*Applications will be reviewed on a rolling basis until the position is filled.*