Tandem, Partners in Early Learning is Hiring!
Early Learning Specialist (Cantonese/English Bilingual)

Location: San Francisco, CA
Desired Start date: January 21, 2020
Reports to: Program Supervisor, San Francisco
Salary: $45,000 - $48,000

Are you an educator looking to make a difference to children and families in low-income communities? Tandem, Partners in Early Learning is looking for a Cantonese speaking Early Learning Specialist to join our San Francisco Team.

Who We Are
Tandem, Partners in Early Learning is a nonprofit organization that promotes early learning and kindergarten readiness for all children. Over the last decade, Tandem has affected the lives of tens of thousands of children and families by providing high-quality, age-appropriate, multilingual, diverse children’s books; training for educators, families, and community members in early learning topics; and capacity building for partner organizations around family engagement. Tandem supports children and families in San Francisco, Alameda, and Contra Costa counties, and 100% of our work is with low-income communities.

At Tandem, we believe that investing in early learning is investing in equity, and we are excited to invite you to join our team! Tandem is committed to building a diverse staff and strongly encourages applications from people of color, persons with disabilities and persons of all genders who are lesbian, gay, bisexual, transgender or intersex.

Who You Are
- An educator with a passion for working with young children and their families to promote early learning and kindergarten readiness
- Knowledgeable of early childhood education, early literacy, language development, and socio-emotional learning
- A confident communicator with the ability to present information to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
- An organized project manager, able to prioritize tasks and juggle competing demands
- Experienced at working in an entrepreneurial nonprofit environment with a willingness and ability to take initiative with enthusiasm
- Excited about being an integral member of a small organization that values collaboration
- Fluent in spoken Cantonese
- Proficient in MS-Office Suite and G-Suite tools

Additional preferred qualifications include:
- Proficiency in reading and writing Chinese
- Fluency in spoken Mandarin
- Experience in teaching children or adults in formal or informal settings

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).
What You’ll Do
Reporting to the Program Supervisor for San Francisco County, the Early Learning Specialist will support the implementation of StoryCycles®, our school-to-home book rotation program and Early Learning Everywhere, our community-focused program for families whose children are not enrolled in formal preschool.

Specific duties include, but are not restricted to
- Support 100-150 classrooms participating in the StoryCycles® program (Interactive Read Aloud demonstrations, educator professional development, and book ordering and delivery, especially of Chinese books through Taiwan-based vendors)
- Deliver training and workshops to families, educators, and family support professionals in Cantonese and English
- Participate in development of workshop content, print material, and early learning activities
- Support with translation of workshop materials and resources to Chinese
- Develop and manage strategic relationships with community partners to extend the reach of Tandem’s programming and bolster Tandem’s reputation as a leader in the fields of early childhood education and family support
- Provide project management for community events (develop/manage workplans, timelines, and budgets)

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.

Compensation and Benefits
Starting salary: $45,000 - $48,000

Tandem offers a competitive compensation package that includes full medical and dental benefits at no cost to the employee. We recognize the value of employee work-life balance and provide generous vacation and holiday benefits including paid time off between Christmas and New Years and during the week of July 4th.

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