



Accepting Applications for BILINGUAL FAMILY OUTREACH LIAISON (Spanish /English) PART-TIME NON-BENEFITED POSITION

SALARY: \$30.00 hourly. This is a part-time non-benefitted contract position. The terms of service for this position will be for 30 hours per week for 18 months.

Final Filing Date: Subject to close anytime upon receipt of sufficient number of qualified applicants.

The Position: Hayward Public Library is seeking a dynamic bilingual person to lead outreach to Spanish speaking families in the Hayward area. Responsibilities include, but are not limited to, developing services, programs and collections to meet the needs of families with children ages 0-5 and their caregivers. The position requires a solid understanding of early childhood development and the ability to communicate clearly to families and other professionals. Some evening and weekend work may be required.

Minimum Qualifications:

A qualified applicant will have a combination of experience and training likely to produce the required knowledge and abilities for this position, including but not limited to:

- Excellent verbal and written fluency in Spanish and English.
- Experience with and understanding of early child development.
- Valid driver's license and automobile insurance.
- Be able to lift at least 40 pounds.
- Be able to pass reference and criminal background checks.

Education:

- BA/BS in early Childhood Development or a related field required.
- Master's Degree in Early Childhood Development or related field preferred.
- Current California Licensure or valid teaching credential in Early Childhood Special Education preferred.

The ideal candidate will have:

- Two years early childhood teaching experience.
- Two years experience working with the Latino community.
- Experience in public library service, program development and implementation, or community outreach with underserved communities.



TYPICAL DUTIES:

Project Management: Plan, implement, and manage projects and programs, within budget and deadline; revise and adjust existing projects and programs to meet objectives; seek out funding and material resources; record and analyze data to fulfill grant reporting requirements and evaluate the effectiveness of program; prepare a variety of studies, reports and related information for decision-making purposes; gather information from Spanish speaking community to inform programming decisions; and recommend Spanish language and ESL materials for the Library collection.

Presentations: Conduct bilingual early literacy classes for preschoolers and caregivers; provide workshops to caregivers in Spanish on early literacy and other relevant child development topics; represent the HPL at special events such as Health Fairs, Back to School events, etc.; provide direct outreach to the Spanish speaking community in the Hayward area; and provide assistance and advice to the librarians and support their integration of Spanish into lessons.

Community Relations: Participate in regular and ad-hoc meetings with First Five Alameda County; collaborate with local agencies, schools and other groups that serve Spanish speaking families; work with day care providers, preschools, and Head Start sites to promote early literacy to children and caregivers; work with community and business leaders and the media to promote library services; and assist with the development and distribution of promotional materials, including press releases, newsletter articles, and flyers.

SUPPLEMENTAL QUESTIONS:

Please include a response to the following questions with your application:

1. Why are you interested in this position?
2. How has your past experience prepared you for this position?
3. In your opinion, what obstacles do Hayward families with young children face and how can our community help prepare those children for school success?

APPLICATIONS: To obtain a City of Hayward employment application:

1. File online at: www.hayward-ca.gov or www.CalOpps.org
2. For more information. Contact Jennifer Wu, Supervising Librarian – Hayward Public Library at 510-881-7948 or email Jennifer.wu@hayward-ca.gov.