



## Early Literacy Toolkit Developer (DC-Area)

### ABOUT LIBRARIES WITHOUT BORDERS US

Libraries Without Borders US (LWB US) is the American branch of the international nonprofit, Bibliothèques Sans Frontières (BSF). Since 2007, BSF has delivered access to information and learning opportunities to 1.5+ million people in 50+ countries. Utilizing innovative tools, training programs, and educational resources, BSF builds new learning spaces to strengthen the capacity of people in vulnerable situations.

LWB US believes that everyone deserves access to a library: a safe place to learn, create, and connect to critical resources. Since 2014, we have partnered with library systems and community-based organizations to bring library resources and services to those that need them most.

LWB US revolutionizes library outreach by reaching into communities where library services are currently inaccessible or underutilized. We reimagine what—and where—a library can be and how its services and resources can most effectively reach the community. Specializing in community stakeholder engagement, we build custom strategies with libraries that meet a local need and leverage existing assets. Our partnerships include capacity-building webinars, trainings, and tools; coaching and customized technical assistance; and/or integrated implementation support.

### POSITION SUMMARY

Libraries Without Borders US seeks an **Early Literacy Toolkit Developer** to design and develop a comprehensive, culturally responsive **Family Literacy Toolkit** for the LIFT (Literacy Integration for Families Together) Program. This **3-month contract consultant position** will create accessible, engaging resources in both English and Spanish for families with children ages 0-5 in disadvantaged communities across Baltimore, MD, Washington, DC and Richmond, Virginia.

The toolkit will be distributed to 12,000+ families as part of book distribution kits and will empower parents and caregivers to support early literacy development at home. The ideal candidate brings expertise in early childhood development (birth through age 5), family engagement, multilingual/multicultural education, and experience designing practical resources for families with varying literacy levels.

**Contract Structure:** Fixed-price, deliverables-based 3-month consulting contract

## **PRIMARY DELIVERABLE: FAMILY LITERACY TOOLKIT**

**Audience:** Parents, caregivers, and family members of children ages 0-5

**Purpose:** Empower families to engage in meaningful literacy activities at home, regardless of educational background or economic resources

To better understand the project, visit the [detailed scope of work](#)

## **WHO WE ARE LOOKING FOR**

### **Required:**

- Bachelor's degree or higher in Early Childhood Education, Child Development, Literacy Education, or related field
- 5+ years of experience developing educational materials for families with young children (ages 0-5)
- Demonstrated expertise in early literacy development and family engagement practices
- Strong visual design skills and ability to create accessible, engaging print materials
- Experience creating resources for audiences with varying literacy levels
- Proficiency with design software (Adobe Creative Suite, Canva, or similar)
- Experience working with or in disadvantaged communities

### **Preferred:**

- Master's degree in relevant field
- Experience with user-centered design and family engagement processes
- Knowledge of evidence-based programs (e.g., Reach Out and Read, Talking is Teaching, Vroom)
- Experience working with library systems or community-based organizations
- Familiarity with mid-Atlantic communities (Baltimore, DC, Richmond)
- Knowledge of bilingual/multilingual child development and dual language learning

### **Personal Attributes:**

- Deep commitment to equity and serving families in disadvantaged communities
- Ability to translate research into practical, accessible tools
- Strong listening skills and ability to incorporate family feedback
- Cultural humility and respect for diverse family practices
- Self-directed with excellent project management skills

## **DIVERSITY, EQUITY & INCLUSION**

LWB US is an equal opportunity employer committed to creating a diverse and inclusive workforce. We strive to be a workplace where people thrive by being themselves and are

inspired to do their best work every day. We would like to see our commitment to diversity, equity, and inclusion reflected in the candidate pool for this position.

## INTERESTED?

Please send an email with the subject line, “Early Literacy Toolkit Developer” to [jobs@librarieswithoutborders.us](mailto:jobs@librarieswithoutborders.us), and include the following information:

### 1. Resume or CV

- **Cover letter** (1-2 pages) describing:
- Your experience developing early literacy materials for families with children ages 0-5
- Your approach to creating culturally responsive, accessible family resources
- Examples of your work with disadvantaged or multilingual communities

### 2. Portfolio (2 samples) showing:

- Family-facing educational materials you've created
- Examples demonstrating visual design skills and accessibility
- Bilingual materials if available

### 3. Proposed Fee & Approach (1 page):

- Your proposed project fee within the \$18,000 range
- Brief explanation of your approach to delivering high-quality English and Spanish toolkits within 3 months
- Any questions or clarifications about scope

### 4. References - 2 professional references familiar with your educational materials development work