



Family Literacy Coordinator -Independent Contractor Position-

The Opportunity

We are seeking an enthusiastic and community-minded Family Literacy Coordinator to lead family literacy initiatives throughout Langley. Working in partnership with the Langley Literacy Network and the Langley School District Foundation, the Family Literacy Coordinator delivers the goals of the Community Literacy Plan by coordinating family literacy programs, fostering community partnerships, securing funding opportunities, and reporting on program outcomes.

This is an opportunity to make a meaningful impact by helping children develop a love of reading and supporting parents as their child's first teacher. You will collaborate with passionate community partners to build innovative literacy programs that strengthen our community.

JOB POSTING #	2026-0002- Family Literacy Coordinator
DATE:	July 14, 2026
POSITION:	Independent Contractor Position – Part-Time (September 2026-June 2027) with options to renew, based funding <i>Contractor is responsible for their own statutory deductions, benefits, and WorkSafeBC coverage.</i>
EXPECTED TIME COMMITMENT:	19 hours per week Flexible schedule, including regular Saturday morning programming and occasional evening or weekend community events.
CONTRACT FEE:	\$35.00 per hour , to a maximum contract value of approximately \$22,050 (exclusive of applicable GST).
ANTICIPATED START DATE:	September 1, 2026
CLOSING:	August 10, 2026

Key Responsibilities

1. Coordinating and delivering ongoing family community literacy programs
 - a) Coordinate and facilitate the Talk with Me, Play with Me, Learn with Me program (Saturdays)
 - b) Coordinate the Reading Buddies program
 - c) Develop an annual plan for Family Literacy Week and Raise-a-Reader programming
 - d) Recruit, train, schedule, and support volunteers for all family literacy programs
2. Connecting with a variety of community agencies, organizations, and volunteers
 - a) Participate in community tables and bring forward literacy challenges and opportunities
 - b) Capture input from community representatives on literacy issues and build partnerships between community stakeholders

3. Report on literacy programs and seek opportunities to expand programming and initiatives
 - a) Applying for grants to enhance family literacy programming.
4. Raising the profile of literacy throughout the community including;
 - a) Managing communications and promotions such as:
 - Social media accounts
 - Co-Writing a monthly newsletter
 - Creating and distributing promotional materials
 - Drafting newspaper stories and press releases
 - Participating in community events
 - Sharing information with community and task group
 - Updating website as needed www.langleyliteracynetwork.com

Qualifications

1. Education and Knowledge

- a. Post-secondary degree or an equivalent combination of training and experience (particularly in the fields of community development and/or literacy education)

2. Training and Experience

- a. Experience in community development an asset
- b. Familiarity with early years and school age literacy practices

3. Skills and Abilities

- a. Enthusiasm and passion regarding the importance of literacy and literacy skill building
- b. Sensitive and respectful approach to team and partnership building, and valuing diversity
- c. Proven ability to manage project timelines and budgets
- d. Outstanding communication, research, and presentation skills
- e. Strong digital literacy skills, including Microsoft Office, Canva, social media platforms, and website content management.
- f. Exceptional time management and priority-setting skills; dynamic self-starter
- g. Strong group facilitation skills, creating inclusive, engaging, and supportive learning environments for participants of all ages.

Other information

- Must have valid BC Class 5 driver's license, reliable vehicle, business insurance, and acceptable driver's abstract
- Criminal Records Check required
- Work is completed through a combination of remote work, community-based programming, and meetings at the Langley School District Foundation office.
- Must have your own computer/cell phone

Send Resume and Cover Letter

Attention: Kayla Powell Posting Reference: 2026-0002 Family Literacy Coordinator

4875 222nd Street, Langley BC Canada V3A 3Z7

Email: kpowell@lsdf.org

We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls please.