Tandem, Partners in Early Learning® is Hiring!

Early Learning Specialist

**Location:** San Francisco, CA  
**Reports to:** Program Supervisor, San Francisco  
**Salary:** $45,000 - $48,000 DOE with mileage and parking reimbursement  
**Experience:** Entry-level/Early Career Professional

Are you looking to make a difference to children and families in low-income communities? Tandem, Partners in Early Learning is looking for a new 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**
- Passionate about working to support young children and their families
- Knowledgeable about early childhood education and kindergarten readiness
- Able to present information to racially, ethnically, and socioeconomically diverse communities
- An organized project manager, able to prioritize tasks and juggle competing demands
- Willing and able to take initiative with enthusiasm on independent projects
- An effective and tactful communicator and collaborator
- Proficient in MS-Office Suite and G-Suite tools

Additional preferred qualifications include:
- Experience teaching children or adults in formal or informal settings
- Experience facilitating workshops or speaking publicly
- Familiarity with San Francisco’s diverse neighborhoods and communities

The ideal candidate is excited to learn and grow with our small organization. We provide on-the-job training and are committed to working with you to ensure your success in this role.

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, 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, book ordering and delivery)
- Deliver training and workshops to families, educators, and family support professionals
- Participate in development of workshop content, print material, and early learning activities
- 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. Mileage and parking reimbursement provided.

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

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