

## **JOB DESCRIPTION: School Coordinator for SY2019-2020**

### **About Everybody Wins DC**

Everybody Wins DC (EWDC) is a non-profit organization devoted to improving lives through shared reading. EWDC currently serves students in 12 public elementary schools in the District of Columbia and Arlington, VA.

### **Position Overview**

The **School Coordinator (SC)** position is responsible for the daily and overall success of Power Lunch, EWDC's signature shared reading program that connects caring adults with elementary school students to read together for one hour a week during the students' lunch and recess period.

The SC position is a seasonal, part-time position that is based in one or more of EWDC's Power Lunch schools. SCs will also on occasion be required to attend meetings and trainings at a location other than their assigned Power Lunch school(s). For the 2019-2020 program year, the employment term for SCs will begin in early September 2019 and run through early June 2020, with a weekly schedule not to exceed 20 hours per week. Actual daily and hourly SC schedules will depend upon individual school assignment(s).

The starting rate of pay for the SC position is \$14 per hour. Completion of a background check and fingerprinting is required as a condition of employment.

*The ideal candidate is a flexible, proactive problem-solver with excellent relationship-building, organizational, and communication skills. This is a great opportunity for someone who is passionate about children, mentoring, reading, and/or volunteerism and who is looking for a part-time commitment.*

### **Position Duties and Responsibilities**

- Manage day-to-day operations of the Power Lunch program at assigned school, including: student enrollment, matching students with mentors; managing student and mentor schedules and communications; and providing training and support to mentors.
- Assist with data collection to ensure and promote program quality.
- Develop and maintain a positive working relationship with school administrators, teachers, staff and other program stakeholders to facilitate program delivery and enhance program support.
- Facilitate and coordinate site-based program activities, book distributions, and special events.
- Attend regular staff trainings and meetings.
- All other duties as assigned.

### **Qualifications**

- Required: High school diploma or equivalency; Preferred: Bachelor's degree or high school diploma plus two years of relevant experience
- Excellent oral and written communication skills
- Experience with or demonstrated ability to learn how to use technology, including Office 365, Google Drive, spreadsheets, and smartphones
- Strong work ethic and organizational/time-management skills
- Ability to travel between program sites and main office
- Experience working with elementary school students, volunteers, and/or the public school system schools a plus
- Experience in relationship-building and working effectively with different types of stakeholders a plus.

*EWDC is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.*