

Background

Everybody Wins DC (EWDC) is a non-profit organization devoted to improving children's lives through shared reading experiences. EWDC serves approximately 1,000 students across the Washington metropolitan area.

EWDC's signature program, Power Lunch, matches caring adults with students to read together for one hour a week. EWDC also offers special shared reading opportunities and experiences, including group read-alouds and book distribution programs at schools and in the community.

In the midst of the global Covid-19 pandemic, EWDC is committed to supporting our DC-area students, families, and school communities through virtual programming and other socially-distant events. Plans for virtual versions of Power Lunch, StoryTime, and The Book Project are well underway. Additionally, EWDC plans to pilot other shared reading programming as necessary to support children and families through distance learning.

Position Overview

The **part-time Program Coordinator will both manage and support virtual EWDC programming**. This includes overseeing day-to-day administration of the virtual Power Lunch program and providing administrative and operational support for other EWDC programs.

The Program Coordinator position is a seasonal, part-time position. Most work can be completed virtually, but occasional travel to the EWDC main office and school or community events in the District and Arlington, VA will be requested. All in-person events will be planned in alignment with social distancing guidelines.

For the 2020-2021 program year, the employment term for the Program Coordinator will begin no earlier than August 1, 2020 and run through early June 2021, with a weekly schedule not to exceed 25 hours a week. Actual daily and hourly schedule will depend upon program requirements. Pending family and mentor availability, most sessions will likely occur before and after traditional school hours, so as to not interfere with limited instructional time during distance learning.

Thus, the Program Coordinator will need to have flexible availability throughout the week.

The salary for the Program Coordinator position is \$17 per hour. Completion of a background check and fingerprinting is required as a condition of employment.

Position Duties and Responsibilities

- Manage daily implementation of the virtual Power Lunch program, which includes session coordinating mentor and student schedules, program enrollment, supervising and facilitating reading sessions, and coaching mentors/students as needed
- Share/echo EWDC communications with families and mentors
- Collect, organize, and enter program data regularly
- Support mentor and family trainings and workshops
- Assist full-time Program Staff in developing a variety of materials and resources in support of program goals
- Serve as an ambassador for EWDC at events (virtual or otherwise)
- Support Program Staff to ensure operational success of EWDC programs, including community outreach and event planning
- Attend regular staff trainings and meetings
- All other duties as assigned

To apply, please submit a cover letter and resume to jobs@everybodywinsdc.org.

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.