

Everybody Wins DC Background

When a child reads or is read to, he develops the skills needed to succeed in the classroom and beyond. That is why since 1995, Everybody Wins DC has been bringing reading programs directly to the children who need it the most. EWDC's primary reading programs include:

- Power Readers, a one-on-one mentoring program;
- StoryTime, a read-aloud program that supports social-emotional learning and career development; and
- The Book Project, a free book distribution program to promote equitable access to books and literacy supports.

EWDC programs are currently offered virtually and on-site at schools and community partners across the Washington, DC Metro Area, reaching more than 1,000 students annually. EWDC works with individual volunteers and organizational partners, including law firms, media companies, government agencies, Congressional offices, and trade associations to support day-to-day program delivery.

Position Overview

EWDC seeks a qualified candidate to serve as a **Program Manager**. The position reports directly to the Director of Programs. The primary functions of the position center on the management and implementation of two of our programs, The Book Project and StoryTime. General duties include:

- Day-to-day coordination and management of Book Project and StoryTime activities
- Develop, implement, and track program measurements
- Collaborate with EWDC staff to identify opportunities for alignment across all EWDC programs
- Assist with planning and implementation of community engagement or service events
- Providing programmatic and operational support for Power Readers and other activities/events as needed

The Program Manager is a full-time position with a competitive salary and is eligible for EWDC's robust benefits package, including health insurance, 401(K) and generous time off. This position is normally based in the EWDC main office and requires travel throughout the Washington Metro Area on a regular basis. However, due to the COVID-19 pandemic, this position currently maintains a hybrid schedule of remote work and in-person community and office-based activities. EWDC is planning for a full return to in-person work in September 2021 but may continue to allow for flexible work arrangements on a case-by-case basis. Successful completion of a background check is required for this position

Position Duties

Program Management: The Book Project and StoryTime

- Manage day-to-day delivery of The Book Project and StoryTime at service locations and in the community, including volunteer management, communications, operations, and logistics



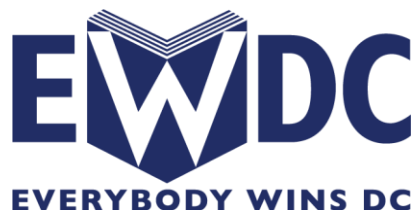
- Collaborate with program team to align Book Project and StoryTime programming with volunteer, sponsor, school, and service site needs
- Collect and manage program data and feedback from students, families, volunteers, and partners, and continuously update program records in Salesforce
- Assist with volunteer training and support for StoryTime and The Book Project
- Maintain and expand EWDC volunteer/partner guidance for Book Project and StoryTime text selection, guided discussions, and other related activities based on EWDC mission and best practices surrounding engagement, equity, and inclusion
- With the Director of Programs, manage EWDC's partnership with the Little Free Library organization for the Read in Color initiative, which includes: coordinating with community partners and sponsors for the maintenance and upkeep of 21 book-sharing boxes and their supply of reading materials; organizing and managing special events designed to engage stakeholders and expand access to EWDC programming; supporting corporate and partner Read in Color service activities; and collecting data regarding the impact and reach of the initiative
- Supervise part-time staff or interns that support partner program engagement activities

Program & Operational Support

- Support the development and maintenance of program materials, operating procedures, forms, and manuals
- Support and assist in delivery of trainings for school- and community-based staff
- Attend regular trainings, meetings, and EWDC events
- Act as an ambassador for EWDC at events to help identify and develop new partnerships
- Work closely with the Director of Development and Director of Programs to support and cultivate relationships with partner organizations
- Organize special reading events or service activities based on program needs
- Support Program and Development staff to ensure operational success of EWDC programs, including community outreach and event planning
- Other duties as assigned

Qualifications

- Excellent oral and written communication skills
- Strong professional presence and demeanor
- Willingness to take initiative
- Demonstrated ability to work flexibly and efficiently with a team in a fast-paced environment
- Ability to multi-task across multiple projects while maintaining attention to detail
- Ability to anticipate challenges and opportunities and proactively and appropriately address them
- Strong computer skills; CRM/database experience a plus



- Strong interpersonal skills, sound judgment, and discretion
- High standards, integrity, and well organized
- Bachelor's degree required

TO APPLY: Please send 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. In addition, EWDC is committed to the principles of diversity, equity and inclusion with regard to its workplace practices, including hiring, promotion, pay and advancement. EWDC embraces and values the creativity, diversity of experience and thought, and the enhanced quality of work product generated when people of diverse backgrounds, cultures, experiences, education, races, faith, abilities, ages, and gender identities or expression collaborate to create something unique and meaningful together.