

## **JOB DESCRIPTION: Program Coordinator (Part-Time)**

### ***Everybody Wins DC Background***

When a child reads or is read to, he develops the skills needed to succeed in the classroom and beyond. Yet not all children have equal access to reading-based supports. 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 experience that exposes children to new ideas and opportunities; and
- The Book Project, a free book distribution effort 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 qualified candidates to serve as part-time **Program Coordinators**. The position reports to the Program Team. The primary functions of the position center on day-to-day delivery and operations of the Power Readers program. These duties include:

- Supporting Power Readers volunteers in establishing and maintaining strong relationships with their students
- Recruiting and enrolling students and families through targeted outreach with EWDC Program Staff, school champions, and other service site leaders
- Maintaining Power Readers match and attendance data
- Delivering periodic program updates to Power Readers participants
- Administering regular data collection and other programmatic initiatives
- Providing regular updates to the Program Team
- Supporting Program Team with other broad program operations projects as needed

The Program Coordinator position is a seasonal, part-time position. This position is normally based at schools and other service sites, including afterschool programs. 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 or around September 2021 but may continue to allow for flexible work arrangements depending on the needs of the organization.

For the 2021-2022 program year, the employment term for the Program Coordinator will begin no earlier than September 7, 2021 and run through early June 2022, with a weekly schedule not to exceed 24 hours a week. Actual daily and hourly schedule will depend upon program requirements but shall be relatively consistent for each Program Coordinator. Program Coordinators must be available to work at least 10 hours weekly. About 25% - 50% of Power Readers sessions may fall during after school hours.

The wage for the Program Coordinator position is \$17 per hour. Successful completion of a background check and drug test is required as a condition of employment.



### ***Position Duties***

#### **Daily Operations: Power Readers**

- Manage virtual hosting duties for Power Readers sessions
- Coordinate cancellations and/or reschedules when a volunteer or student is not available to meet during their normal session day/time
- Share updates and reminders from Program Staff with about special events and/or initiatives with volunteers, students, and families

#### **System Maintenance and Data Collection: Power Readers**

- Maintain accurate and easily accessible systems for virtual and/or hybrid delivery of Power Readers sessions
- Confirm Power Readers preliminary matches from the Program Operations Coordinator
- Maintain match start and end dates for pairs, as well as attendance data
- Support MOY (middle of year) and EOY (end of year) data collection with students, families, and volunteers

#### **Volunteer Support: Power Readers**

- Provide targeted support to volunteers as they establish and maintain strong relationships with their students
- Deliver regular programmatic updates to Power Readers volunteers
- Identify and problem-solve technology issues with Power Readers volunteers connecting with their students through virtual platforms
- Serve as an active program team participant by providing immediate feedback to Program Staff when, in performing the above duties, new challenges emerge

#### **Student and Family Support: Power Readers**

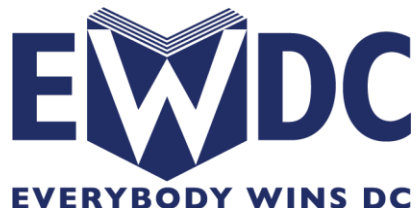
- Support Program Staff's targeted recruitment of new students and families through timely and responsive communication
- Deliver regular programmatic updates to Power Readers volunteers
- Identify and problem-solve technology issues with Power Readers students and families connecting with their volunteers through virtual platforms
- Serve as an active program team participant by providing immediate feedback to Program Staff when, in performing the above duties, new challenges emerge
- Communicate emerging student and family needs with Program Staff

#### **Program & Operational Support**

- Assist in the collection of program data
- Support the distribution program materials, operating procedures, forms, and manuals
- Support and assist in delivery of trainings for volunteers
- Attend regular trainings, meetings, and EWDC events
- Support 4-5 Power Readers sessions weekly
- Support other program and EWDC activities on an as needed basis

### ***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](mailto: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.*