

JOB DESCRIPTION: Program Coordinator (Part-Time)

Everybody Wins DC Background

Since 1995, Everybody Wins DC has used books and reading to help children thrive in the classroom and in life. EWDC programs are currently offered virtually and on-site at schools and community partners across the Washington DC region, 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 Lead Program Manager. The primary functions of the position center on day-to-day delivery and operations of Power Readers, EWDC's one-on-one reading-based mentoring program. These duties include:

- Managing daily Power Readers mentoring sessions and related activities
- Coordinating with volunteers and students to ensure successful program delivery
- Collecting and maintaining regular Power Readers program data
- Delivering periodic program updates to Power Readers participants
- Supporting Program Team with other broad program operations projects as needed

The Program Coordinator position is a seasonal, part-time position, beginning no earlier than October 18, 2021 and running through early June 2022. 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. Proof of COVID vaccine is also required.

For the 2021-22 program year, Power Readers sessions are scheduled Monday through Friday, between 10am-2pm or 4pm-6pm. Some sessions are 100% virtual while others require Program Coordinators to be on-site at a school or community-based location. Program Coordinators must be available at least 10 hours per week during Power Readers sessions and may work up to, but not exceeding, 24 hours per week. Individual schedules will depend upon program requirements and candidate availability.

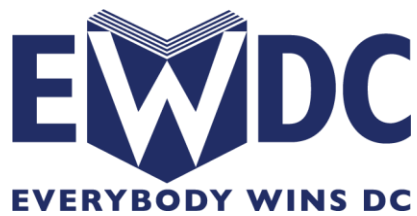
Position Duties

Daily Operation & Data Collection: Power Readers

- Manage daily delivery of assigned Power Readers sessions
- Coordinate schedules if a volunteer or student is not available to meet during their normal session
- Share updates and reminders from Program Staff with about special events and/or initiatives with volunteers, students, and families
- Maintain match start and end dates for pairs, as well as attendance and other program data
- Support regular data collection activities with students, families, and volunteers
- Serve as an active program team participant by providing immediate feedback to Program Staff when, in performing the above duties, new challenges emerge

Volunteer Support: Power Readers

- Support 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

Student and Family Support: Power Readers

- Support targeted recruitment of new students and families through timely and responsive communication
- Deliver regular programmatic updates to Power Readers families
- Identify and problem-solve technology issues with Power Readers students and families connecting with their volunteers through virtual platforms
- Communicate emerging student and family needs with Program Staff

Program & Operational Support

- 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 other program and EWDC activities on an as needed basis

Qualifications

- Excellent oral and written communication skills and 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.