

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

### ***Position Overview***

Everybody Wins DC seeks qualified candidates to serve as part-time **Program Coordinators**. The position is responsible for day-to-day delivery and operations of Power Readers, a mentoring program that connects students and volunteers to read together for one hour a week. Primary duties include managing volunteer and student schedules, ensuring reading pairs can connect via the Power Readers online platform, addressing any logistical issues at a Power Reader program site, collecting program data, communicating with students, families, and volunteers, and providing other general support.

The Program Coordinator position is a seasonal, part-time position and reports to the Lead Program Manager. The wage for the Program Coordinator position is \$17 per hour. Successful completion of a background check and non-THC drug test is required as a condition of employment.

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 located in Washington, DC and Arlington, VA. Additionally, proof of COVID-19 vaccine is required for in-person work at schools and other service sites.

For the 2021-2022 program year, the employment term for the Program Coordinator will begin ASAP and run through early June 2022. Weekly schedules for Power Coordinators will vary between 10-22 hours per week based on candidate availability and program need. General hours of Power Readers operation are as follows:

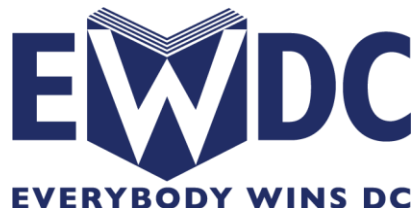
- Monday – Thursday, 10AM – 2PM (Program Coordinators in person at service sites)
- Monday – Friday, 4PM – 6PM (Program Coordinators work remotely)

### ***Position Duties***

- Manage 2-5 Power Readers sessions each week based on assigned schedule. Some sessions may require the Program Coordinator to be on-site at a school or community location while others are 100% virtual.
- For in-person programming, working with the program site to address any logistic or operational needs
- Identify and problem-solve technology issues for Power Readers participants connecting through virtual platforms
- Share updates and reminders about special events and/or initiatives with volunteers, students, and families
- Assist in the recruitment of students and matching of students and mentors
- Collect and maintain attendance data, survey results, and other program outputs/outcomes
- Provide targeted support to volunteers as they establish and maintain strong relationships with their students
- Communicate emerging volunteer, student/family, and program needs with Program Staff
- 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
- 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, especially with Salesforce
- Strong interpersonal skills, sound judgment, and discretion
- High standards, integrity, and strong organizational skills

**TO APPLY:** Please send a cover letter and resume to [jobs@everybodywinsdc.org](mailto:jobs@everybodywinsdc.org).

### ***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.

*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.*