

JOB DESCRIPTION: Part-Time Program Coordinator (2023-2024 Program Year)

EWDC seeks qualified candidates to serve as part-time **Program Coordinators**. The position reports to the Senior Program Manager and primarily supports delivery of Power Readers, EWDC's one-on-one mentoring program that connects volunteers from the community to read with students for one hour a week. Program Coordinators may also support other EWDC programs activities as needed and based on availability.

About Power Readers

Power Readers offers in-person and virtual mentoring sessions during the academic year (October through May). In-person Power Readers sessions are held at EWDC's partner schools and take place during students' lunch/recess period. Each session runs for approximately one hour and is usually scheduled between 11:00am and 2:00pm. Actual session schedules vary by location. Virtual Power Readers sessions are delivered after school, between 4:30pm-5:30pm, with mentors and students joining remotely.

Position Details

Program Coordinators oversee delivery of 2-4 Power Readers sessions per week at one or more of EWDC's partner schools and/or via EWDC's virtual platform. Responsibilities include:

- Manage day-to-day program needs at assigned locations, including student/mentor schedules, facilitating sessions, and coordinating with school contacts to address operational issues.
- Coordinate with teachers and school staff to recruit and enroll students.
- Maintain accurate records and collect impact data from students, school contacts, and volunteers.
- Assist the program team in matching students and mentors and communicating match information to mentors and families.
- Onboard and train mentors as needed.
- Attend trainings, meetings, and related EWDC events as needed.

In addition to tasks associated with Power Readers, Program Coordinators may be asked to support other EWDC activities, including group reading events, book distributions, or other community-based events.

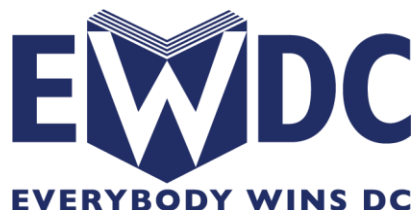
Salary/Benefits, Workplace, and Schedule

The Program Coordinator is a part-time seasonal position with a wage of \$19 per hour. The employment term begins in September 2023 and runs through May 2024, with a combination of in-person and remote work. In-person work will take place at assigned program delivery sites and may require occasional visits to EWDC's main office located in downtown Washington, DC, as well as other locations within the Washington Metro Area.

Possible program delivery sites include:

- Van Ness Elementary School (1150 5th Street SE, Washington, DC)
- J.O. Wilson Elementary School (660 K Street NE, Washington, DC)
- Innovation Elementary School (2300 Key Blvd., Arlington, VA)

The Program Coordinator can expect to work between 10-20 hours per week with the final schedule and location assignment to be determined based on candidate availability and program needs. Successful completion and maintenance of a background clearance and drug test (non-THC) is required for this position.



Qualifications

- Excellent oral and written communication skills and a 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

To apply, submit a resume and cover letter to jobs@everybodywinsdc.org with “Program Coordinator” in the subject line.

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 regarding 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.