



POSITION DESCRIPTION: PART-TIME PROGRAM COORDINATOR

EWDC is seeking 4-6 part-time Program Coordinators to support school year 2024-25 program operations at our partner schools. The position reports to the Senior Program Manager and primarily facilitates 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.

Position Responsibilities

Program Coordinators oversee delivery of 4-8 Power Readers sessions per week at their assigned program site or provide coverage and program support at multiple program sites based on staffing needs. Responsibilities include:

- Manage day-to-day Power Readers program needs, 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 participants.
- Onboard and train mentors as needed.
- Address and troubleshoot any issues relating to program delivery
- Attend trainings, meetings, and related EWDC events as needed.

Program Coordinators may also be asked to support other EWDC activities, including group reading events, book distributions, or other community-based activities.

Salary, Workplace, Schedule

The Program Coordinator is a part-time seasonal position with a wage of \$20 per hour. The employment term begins in September 2024 and runs through early June 2025. Successful completion and maintenance of a background clearance and drug test (non-THC) is required for this position.

Program Coordinators may be assigned to one or more of EWDC's Power Readers Schools: Chisholm Elementary School (DC); Innovation Elementary School (Arlington, VA); J.O. Wilson Elementary School (DC); JoAnn Leleck Elementary School (Silver Spring, MD); Thomson Elementary School (DC), and Van Ness Elementary School (DC). At least one Program Coordinator will also serve as support and provide coverage at multiple service locations based on program needs. The position will also require occasional visits to EWDC's main office in downtown Washington, DC or other locations.

This position requires in-person work during the school day and is most ideal for individuals who have flexibility to support 8-16 hours of activity per week, usually scheduled between the hours of 10:00am and 2:00pm. Depending on their assigned program site, Program Coordinators can expect to work 2-4 days a week and approximately 3-4 hours per shift (usually scheduled between 10:00am – 2:00pm) and



must be able to travel to their assigned location(s). The final schedule will be determined based on candidate availability and program needs. In some cases, there may be 2 Program Coordinators assigned to one school or to individual sessions to ensure efficient program delivery.

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 or program sites 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, please submit a cover letter and resume 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 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.