



## **POSITION DESCRIPTION: PROGRAM COORDINATOR**

Everybody Wins DC is seeking up to 8 part-time Program Coordinators to support school and office-based activities during the 2025-26 program year. The position will primarily focus on Power Readers, a one-on-one mentoring program that matches volunteers from the community to read with elementary school students for an hour a week. This is a great opportunity for individuals with flexible schedules during the workday, including graduate students and caregivers with children in school.

### **Position Responsibilities**

#### *Power Readers Program*

Under the direction of the Senior Program Manager, the Program Coordinator position manages day-to-day operations of the Power Readers program on-site at one or more assigned school locations. Specific responsibilities include:

- Facilitate weekly reading sessions for up to 40 mentor-student pairs, ensuring each is conducted in a safe and welcoming environment.
- Maintain an up-to-date book and activity inventory for students and mentors to use during reading sessions and for distribution events.
- Work with teachers and other school officials to enroll students in the program and match them with mentors.
- Support volunteers during the onboarding process and ensure they have the information needed to be successful Power Readers mentors.
- Collect and maintain accurate program and data records.
- Coordinate with volunteers, students, teachers and other school officials to ensure efficient and effective program operations, including managing schedules, conducting daily attendance checks, communicating with stakeholders, and completing administrative tasks.
- Manage book distribution events and other special activities for Power Readers students, including beginning and end-of-year celebrations.
- Attend trainings, meetings, and related EWDC events as needed.

#### *Other Program Activities*

This position may also support other EWDC program needs, including StoryTime (group reading events) and The Book Project (book distribution program), special program activities, and general program operations. Specific tasks will be determined in collaboration with the Senior Program Manager.

### **Position Details**

This is a part-time seasonal position with a wage of \$22 per hour. The employment term begins early September 2025 and will end in late May or early June 2026. Program Coordinators will be assigned to work in-person at one or more EWDC partner schools. Program Coordinators may also be required to occasionally attend meetings or events at EWDC's main office (1420 New York Ave. NW, DC) and other community locations. Potential school locations for the 2025-26 program year include:

- J.O. Wilson Elementary School: 810 26th St. NE DC (temporary location for SY25-26 during renovations)
- Chisholm Elementary School: 1001 G Street SE, DC
- Thomson Elementary School: 1200 L Street NW, DC
- Van Ness Elementary School: 1150 5th Street SE, DC



- JoAnn Leleck Elementary School 2101 Fairland Rd, Silver Spring, MD (temporary location for SY25-26 during renovations)

At least one Program Coordinator will be hired to serve as a floater and support multiple locations based on program needs. Program Coordinators can expect to work between 10-20 hours per week (usually over 2-4 days a week), with the floater potentially having additional hours based on program needs. Most Program Coordinator shifts are scheduled between 10:00am and 2:00pm on school days to align with Power Reader session schedules, which will be determined in August or early September.

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
- At least one year of program management experience preferred
- Comfortable working with elementary school students and volunteers
- 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](mailto: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.*