



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 2026-27 school 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 who are looking for a part-time experience serving students.

Position Responsibilities

Power Readers Program

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 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 school officials to enroll students in Power Readers 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.
- Ensure efficient and effective program operations, including managing schedules, conducting daily attendance checks, session monitoring, and completing administrative tasks.
- Manage monthly book distributions and other special activities for Power Readers students.
- 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 based on organizational needs and employee availability.

Position Details

This is a part-time seasonal position with a wage of \$22.50 per hour. The employment term begins early September 2026 and will end in late May or early June 2027. Program Coordinators will be assigned to work in-person at one or more EWDC partner schools. One Program Coordinator may be hired to serve as a floater and support program activities and multiple schools depending on program needs. Program Coordinators may also be required to occasionally attend meetings or conduct work at EWDC's main office (1420 New York Ave. NW, DC) and other community locations. Potential school locations for the 2026-27 program year include:

- J.O. Wilson Elementary School: 660 K St. NE DC
- Chisholm Elementary School: 810 26th St. NW, DC (temporary location for SY26-27 during renovations)
- Thomson Elementary School: 1200 L Street NW, DC
- Van Ness Elementary School: 1150 5th Street SE, DC
- Amidon-Bowen Elementary School: 401 "Eye" St. SW, DC
- JoAnn Leleck Elementary School: 710 Beacon Rd., Silver Spring, MD
- Innovation Elementary School: 2300 Key Blvd., Arlington, VA



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 will take place between 10:00am and 2:00pm during school days to align with Power Reader sessions. Final Program Coordinator schedules to be determined based on program needs and candidate availability.

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
- Must be detail oriented
- At least one year of program management experience preferred
- Comfortable working with elementary school students, administration, teachers 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 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.