POSITION DESCRIPTION: PROGRAM COORDINATOR

Everybody Wins DC is seeking a part-time Program Coordinator to support program 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. 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 staff 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 read-aloud events and book distributions activities. 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 in October 2026 and ends in late May or early June 2027. On Tuesday and Wednesday, the position will support on-site activities at Amidon-Bowen Elementary School (401 I Street SW, DC). At least 2 other days per week, the position will serve as a floater to support activities at other schools depending on program needs. These locations may include:

- J.O. Wilson Elementary School: 660 K St. NE DC
- Thomson Elementary School: 1200 L Street NW, DC
- JoAnn Leleck Elementary School: 710 Beacon Rd., Silver Spring, MD
- Innovation Elementary School: 2300 Key Blvd., Arlington, VA

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. This position can expect to work approximately 20 hours per week, with most shifts taking place between 10:00am and 2:00pm during school days to align with Power Reader sessions. Final schedule 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.