

Organizational Overview

Raising A Reader MA is an evidence-based early literacy program that helps families of young children (newborn to age 5) develop, practice and maintain habits of home book sharing. Our work, which both increases access to books and offers families tools and support for strengthening the culture of reading at home, is driven by 25 years of research that shows that the single most significant factor influencing a child's lifelong achievement is being read to by their parents and adult caregivers before starting kindergarten.

Raising A Reader MA, an affiliate of a national organization, was founded in 2006 by the GreenLight Fund. Raising A Reader MA became an independent 501-c-3 nonprofit organization in 2009.

Position Overview

Raising A Reader MA has traditionally worked with families with children ages 0-5 across the state. In Winter 2012, Raising A Reader MA expanded to serve children in public kindergarten programs in these communities, our first effort to work with school-age students. Our Greater Boston Regional Team seeks a Program Coordinator to manage the Chelsea/Revere Public School caseload, consisting of seven public schools serving both preschool and kindergarten children in these two cities. The Chelsea/Revere Public School Program Coordinator is responsible for managing the program in a school-based setting, while working to meet goals by ensuring all components are implemented with fidelity. This will include maintaining partnerships in order to serve over 1700 children.

As part of a dynamic and growing organization, this position will require high level and entrepreneurial communication and strategic planning skills, as well as the flexibility to take on various tasks that contribute toward best practices in program implementation. This position would be an ideal fit for someone with interest in early education and in addressing inequalities while creating positive changes in literacy and achievement for children in public school settings. The Chelsea/Revere Public School Program Coordinator will work at the direction of the Greater Boston Senior Program Manager.

This is a full-time position based in our Chelsea/Revere regional office in Chelsea.

Responsibilities:

- Build long-lasting, strategic relationships in the community and effectively promote Raising A Reader MA
- Contribute to forward-thinking processes intended to improve the adaptation of our program model to best serve preschool and kindergarten children and their families
- Adhere to annual program calendar and ensure program goals are met by coordinating program implementation in partner programs
 - Manage relationships with partner administrators
 - Orient partner staff (program implementers)
 - Provide ongoing technical assistance and training to partner staff

- Organize and facilitate parent education workshops
 - Plan and prepare for workshops designed around RAR MA's evidence-based curriculum
 - Coordinate outreach plan to reach goal of 25% parent attendance at each school
 - Facilitate bilingual educational meetings
 - Recruit parents to participate in Greater Boston's Parent Ambassador program
- Support program evaluation strategies, and track necessary data in Salesforce software.
- Work with community literacy councils and children's associations to assure coordination and efficient dissemination of program information.
- Promote program participation in the community; interface with local libraries and children's librarians.
- Contribute to the Greater Boston Regional Team to coordinate implementation within the region and advance the impact of RAR MA.
- Contribute to the Program Team to advance the impact of Raising A Reader MA.
- Perform other related tasks as assigned.

QUALIFICATIONS:

- Entrepreneurial and charismatic with motivation and ability to expand Raising A Reader MA in a new setting
- Deep commitment to creating high-impact opportunities for children and families
- Familiarity with public school systems preferred
- Familiarity with Chelsea and/or Revere preferred
- Bilingual in English and Spanish required
- Training and marketing abilities, leadership skills, and public speaking experience
- Creative thinking, specifically related to project implementation
- Ability to work independently with minimal supervision
- Familiarity and comfort with technology applications
- Strong administrative capabilities, organizational skills and ability to multitask
- Exceptional ability to work effectively with people representing the diverse cultures
- Car and valid driver's license
- 3+ years experience in early childhood development, education or social services
- Bachelor's degree in Education, Human Services, or other related field

Salary range: \$33,000-\$35,000 annual, depending on experience

To apply, please send resume and cover letter to Heloisa Micheletti Alvarez at heloisa@raisingareaderma.org.