

Raising A Reader MA is an evidence-based early literacy organization dedicated to helping families of young children (newborn through age 6) develop, practice and maintain habits of reading together at home. 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 the single most significant factor influencing a child's academic achievement is being regularly read to by their parents and adult caregivers before starting kindergarten.

PROGRAM AND OPERATIONS ASSOCIATE (Part time)
RAISING A READER MA

REPORTS TO: Director of Programs and Operations

POSITION SUMMARY:

The Program and Operations Associate is a new, highly visible support role, providing support to Raising A Reader MA organization-wide as well as to distinct efforts in human resources, program implementation, and across various operations projects. The Program and Operations Associate's primary responsibility is to ensure that the daily operations of Raising A Reader MA run effectively and efficiently. This is a part time (20 hours per week) position, reporting to the Director of Programs and Operations.

This position is ideal for an energetic self-starter, eager to develop skills across the entire range of nonprofit management. The Program and Operations Associate will work closely with all members of the team, gaining exposure to a wealth of professional development opportunities.

ESSENTIAL JOB RESPONSIBILITIES:

Program Support:

Curriculum - Maintain program curriculum resources, support program team in adapting curriculum materials for different populations and settings, and oversee implementation of new technological innovations in curriculum delivery

Communications - Develop collateral for partnership models, curate content for and distribute monthly program partner newsletter, and contribute to community and main Facebook pages as needed, in collaboration with Development team

Administration – Provide essential support in data collection, database management, volunteer/intern management, and other program projects as needed

Operations Support

Human Resources - Schedule and conduct hiring phone screens, set up workspace for new hires and assist with onboarding tasks as assigned

Administration/Office Management – Oversee office communication including phones, mail, email, and visitors; maintain orderly and well-stocked supply room and office while maintaining compliance with document retention policies

Technology - Track inventory of all technology including laptops, cell phones, etc., and coordinate routine technology support needs

Other - Provide support on special projects, as well as data entry and administrative support, as needed.

QUALIFICATIONS:

- Demonstrated commitment to improving the lives of children and families; deep appreciation and enthusiasm for the literacy mission of RAR-MA
- Ability to take initiative with enthusiasm and follow through
- Ability to deal with uncertainty and handle multiple tasks simultaneously
- Excellent written and verbal communication skills
- Excellent organizational skills with attention to detail
- Ability to work as a member of a team and with a high degree of independence
- Strong understanding and practice of cultural humility and respect for others
- Knowledge of current office procedures/programs, with proficiency in Microsoft Word, Excel, Powerpoint; Knowledge of Salesforce and web design a plus
- Proficiency in Spanish preferred, but not required

This position is part time, 20 hours per week. Salary range is \$20,000-\$25,000 annually, depending on experience. Benefits are not available to part time employees.

To apply, please send resume and cover letter to Cate Johnston at cate@raisingareaderma.org. Please include email subject, “Program and Operations Associate application”.

Applications will be accepted until the position is filled.