

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 COORDINATOR (Part time)
RAISING A READER MA**

REPORTS TO: Senior Program Manager

Organizational Overview

RAR MA is guided by a set of core values that set the stage for our work, as well as our hiring practice. We are: collaborative, evidence-based, culturally inclusive, family-focused, and committed to exceptional quality. Our mission requires that our staff have contact with and understand constituents from a broad array of backgrounds and cultures. To this end, we strive to create and support a team who also come from diverse backgrounds and traditions and who vary by their race and ethnicity, gender, gender identity, sexual orientation, nationality, culture, religion, physical abilities, and educational backgrounds. RAR MA puts emphasis on hiring staff who are familiar with and reflect the backgrounds and experiences of the families we serve. Raising A Reader MA welcomes new ideas and encourages an effective and active exchange of views in an environment of mutual respect.

Position Overview

The Program Coordinator is assigned a caseload of partners within and/or across communities, and is responsible for ensuring that all components of our program within those partnerships are implemented with fidelity. Specific community and partnership assignments may vary from year to year, and frequent travel between program sites is required.

As part of a data-driven organization, s/he will work independently and with a team to achieve the following goals:

- 25% of participating children in the region have a parent who attends at least one RAR MA training
- Parent education sessions average at least a 25% attendance rate
- All program and site partners receive appropriate support through visits and trainings

- Families report increasing the frequency of reading interactions and use of dialogic reading strategies.

S/He will work at the direction of the region-based Senior Program Manager.

Responsibilities:

- Build and maintain long-lasting, strategic relationships in the community and effectively promote Raising A Reader MA
- Adhere to annual program calendar and ensure program goals are met by coordinating program implementation with an identified caseload of partners
 - Manage relationships with partner administrators
 - Train partner staff (program implementers)
 - Organize and facilitate parent trainings
 - Build and maintain positive relationships with Parent Ambassadors and volunteers
- Support successful maintenance and growth of community, at the direction of the Senior Program Manager, by:
 - Recruiting new partners to expand Raising A Reader MA's reach in the community
 - Supporting program evaluation strategies and tracking necessary data in Salesforce software
 - Collaborating with community stakeholders, including community literacy councils, libraries and other community leaders
 - Managing regional social media and other outlets for deepening community integration and raising awareness of RAR MA
 - Working closely with supervisor to monitor expenses and stay on budget throughout the year
- Recruit and manage project-based interns and volunteers, as appropriate
- 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 establish Raising A Reader MA as an effective partner in the community
- Deep commitment to creating high-impact opportunities for children and families
- Familiarity with community preferred
- Bilingual in English and another prominent language required (Spanish, Haitian Creole, Vietnamese, etc.)
- Training and marketing abilities, leadership skills, and public speaking experience
- Creative thinking, specifically related to project implementation
- Ability to work independently
- 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

- 1+ years experience in early childhood development, education or social services
- Bachelor's degree (or equivalent professional/life experience) in Education, Human Services, or other related field

This position is part time, 20 hours per week. Schedule is flexible within normal working hours (Monday to Friday, 9am to 5pm), and some evenings/weekends are required. Salary range is \$18,000-\$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 indicate preference for **base location in either Chelsea, MA or Lawrence, MA**, and provide detailed availability.

Applications will be accepted until the position is filled.