

**PROGRAM COORDINATOR
(Part time/Full Time)**

REPORTS TO: Senior Program Manager

LOCATION: Chelsea, MA (part-time/full-time) or Lawrence, MA (part-time)

Organizational Overview

Raising A Reader MA (RAR 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.

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. RAR MA welcomes new ideas and encourages an effective and active exchange of views in an environment of mutual respect.

Open Program Position(s)

RAR MA is hiring a (part-time/full-time) Program Coordinator to be based in our Chelsea office with frequent travel to program partner sites across Greater Boston (Chelsea, Revere, Malden, Everett, Lynn). Alternatively, there is potential for a candidate to be based in our Lawrence office, with frequent travel to program partner sites across Merrimack Valley, on a part-time basis dependent on applicant preference. The Program Coordinator will work under the direction of a region-based Senior Program Manager.

Program Team Overview

Each member of the program team 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, the position will work independently and with a team to achieve the following goals:

- 25% of participating children in the region have a parent who receives Raising A Reader MA parent educational content
- 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

Program Coordinator Responsibilities:

- Build and maintain positive relationships at a programmatic level:
 - Manage relationships with partner administrators
 - Train partner staff (program implementers) and attend to their ongoing development as implementers
 - Organize and facilitate parent workshops
 - Cultivate the engagement of Parent Ambassadors and volunteers
- Adhere to annual program calendar and ensure program goals are met by coordinating program implementation with an identified caseload of partners
- Support successful maintenance and growth of community, at the direction of the Senior Program Manager, by:
 - 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
 - Working closely with supervisor to monitor expenses and stay on budget throughout the year
 - Coordinating parent engagement efforts with the Parent Liaison
- 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 Spanish required**
- 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; experience with Salesforce or similar data management system preferred
- Strong administrative capabilities, organizational skills and ability to multitask
- Exceptional ability to work effectively with people representing diverse cultures
- Car and valid driver's license
- Bachelor's degree (or equivalent professional/life experience) in Education, Human Services, or other related field
- 1+ years of experience in early childhood development, education or social services

Schedule is flexible within normal working hours (Monday to Friday, 9am to 5pm), and some evenings/weekends are required. Salary range is \$20-\$24 hourly, depending on experience.

To apply, please send resume and detailed cover letter to careers@raisingareaderma.org. Please indicate in cover letter preference for schedule, language skills and where you learned about this opportunity.

Applications will be accepted until the position is filled.