



PROGRAM FELLOW
2021/2022 Professional Development
Job Description

BASIC FUNCTION

The Program Fellow is responsible for assisting AR Kids Read's (AKR) Program Team with the overall direction and implementation of key program needs. Each year, this position will allow a college graduate to utilize key skills they possess to enhance the work of AKR. This fellow's focus will be "Professional Development."

REPORTING RELATIONSHIP

The Fellow will work closely with the Program Director and report to the Program Director.

PRIMARY DUTIES & RESPONSIBILITIES FOR THE 2021/2022 PROFESSIONAL DEVELOPMENT PROGRAM FELLOW

- Develop and manage AKR curriculum needs for grades 1st -5th.
- Develop and facilitate tutor trainings and focused learning tutor workshops (some evenings and weekends required)
- Develop social media content for all school breaks
- Publish the AKR Parent Newsletter
- Provide monthly professional development information to volunteer tutors through the "Tutor Tips" platform (Summer: June and July and School Year: October through March).
- Assist with data entry/analysis
- Enhance literacy social media presence by coordinating with our Digital Marketing Intern to provide literacy information/tips every two weeks on all social media platforms for elementary students and/or their families, teachers, and schools.
- Provide feedback and manage updates regarding content for tutor trainings, the tutor manual, and Program Newsletter "Literacy Tips" content.

QUALIFICATIONS

- Ability to take initiative, employ good judgment, and manage projects
- Strong communication skills
- Exceptional ability to manage details
- Ability to multitask
- Ability to meet deadlines and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Hold a bachelor's degree

BENEFITS

- Stipend of \$1,000 (\$250 at the end of each fiscal quarter)
- Résumé-building experience and the opportunity to build your network
- Opportunity to impact the work of AKR and the communities served