



SPRING 2022 PROGRAM FELLOW – FULLY REMOTE Job Description

BASIC FUNCTION

The Program Fellow functions as the primary tactical contact for AR Kids Read's (AKR) Virtual Program Team. This work involves coordinating with approximately 150 stakeholders to implement a community-based tutoring model and assessing the organization's impact on students' reading. The primary job of the Spring 2022 Program Fellow will be to serve as a volunteer coordinator and moderator for virtual tutoring sessions.

REPORTING RELATIONSHIP

The intern will report to the Program Director.

POTENTIAL PRIMARY DUTIES & RESPONSIBILITIES INCLUDE

- Fully remote; intern can be located anywhere in Arkansas
- Commitment 8 hours per week for an 11-week session
- Program oversight and Intern supervision
- Lead Moderators of AKR virtual tutoring sessions
- Participate in AKR's tutor training as needed
- Communicate with partners, tutors and virtual community programs as needed
- Coordinate assessment data collection and entry, events and tutor registration as needed
- Assist with publishing the AKR Program Newsletter

QUALIFICATIONS

- Ability to take initiative, employ good judgment, and manage projects from beginning to end
- Strong communication, interpersonal and technology skills
- Ability to multitask and manage details
- Ability to meet deadlines and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Be available approximately eight hours a week
- Currently enrolled in a bachelor's degree program (or hold a bachelor's degree) or equivalent work experience
- Must have access to stable internet connection and be able to utilize personal phone, computer and basic equipment (headphones, microphone, etc.) needed to host virtual tutoring

BENEFITS

- Résumé-building experience in program management, staff supervision, evaluation and aspects of community relations
- Opportunity to learn about the work of nonprofits and their impact on communities
- Opportunity to build your network
- Class credit and/or internship credit (if applicable)
- Stipend ranging from \$1,000 to be paid in full upon completion of Spring 2022 program

INTERNSHIP DATES

January 10, 2022, through April 1, 2022 (includes 1-week Spring Break holiday)

TO APPLY

Email resume and letter of interest to info@arkidsread.org by Friday, December 3, 2021.