



**Position Title: Program Coordinator**

**Reports To: Program Director**

**Date Posted: November 7, 2022**

**Organization:** Founded in 2012, AR Kids Read is a nonprofit organization with a vision to see EVERY child reading on grade level. Located in Little Rock, AKR serves Central Arkansas students using a community-based tutoring model and assessment tools that combine literacy instruction with relationship building. AKR accomplishes its mission through community members who serve as volunteers and AKR Partners who support these efforts. For more information, please visit [www.arkidsread.org](http://www.arkidsread.org).

**Position Summary:** The Program Coordinator is responsible for implementing the programmatic tutoring initiatives of AR Kids Read (AKR). The Program Coordinator reports to the Program Director. Primary responsibilities include volunteer onboarding, training, and management, building collaborative community relationships, oversight of Book Giveaways, and outcome data collection. This is a full-time position paying between \$38,000 and \$40,000 with both on-site and remote work requirements.

**Primary Responsibilities:**

- Assist the Program Director in the daily operations and administration of the program to ensure services are relevant and that targeted program outcomes are achieved
- Oversee volunteer tutor onboarding and communications; also included is regular maintenance of volunteer records using Customer Relationship Management (CRM) systems
- Create and sustain a comprehensive volunteer appreciation strategy.
- Coordinate and administer program pre- and post-test assessments to ensure accurate data collection for program tracking
- Develop and maintain organizational partnerships (schools and community-based) through effective on-boarding, technical support and prompt attention to logistical needs
- Develop and implement site management strategy, including site coordinator appreciation
- Function as primary point of contact for volunteers and Site Coordinators
- Coordinate book giveaways and maintain book inventory
- Ensure student media releases have been secured and documented
- Review and make recommendations to enhance current AKR processes for program delivery
- Participate in continuing education opportunities, as appropriate.
- Participate in weekly team meetings, quarterly team retreats and other meetings identified

- Other duties as assigned

**Professional Skills and Characteristics:** The Program Coordinator will be thoroughly committed to AR Kids Read's vision and mission. As an integral part of a small nonprofit program team, a passion for learning and community transformation as well as integrity, positive attitude, and self-directed work ethic are crucial. All candidates should have volunteer management experience as well as experience in programs working with students.

Required experience and qualifications include:

- At least two years of professional experience working in volunteer management; training and assessment/evaluation experience preferred; nonprofit experience preferred.
- Bachelor's degree required
- Bilingual abilities (Spanish) are a plus
- Ability to work collaboratively with diverse groups, especially children, volunteers, and educators
- Experience utilizing Microsoft Office Suite and CRMs
- Strong written and verbal communication skills
- Project development skills
- Action-oriented, adaptable, and innovative approach to planning
- Ability to handle a flexible schedule involving weekend or after-hours meetings, presentations, and training sessions
- Must be able to lift 30lbs
- Must pass drug test and submit to background checks, including child maltreatment
- Transportation, a valid Arkansas driver's license and insurance verification required.

**Salary and Benefits:** This is a full-time position. Starting pay ranges from \$38,000 to \$40,000, commensurate with skills and experience. Benefits include vacation and 403b. This position does not include health benefits. The AKR office is closed for (approximately) five business day Winter Break between Christmas Eve and New Year's Day. The role will require in-person attendance at meetings and programmatic activities, but also allows for remote work. Flexible scheduling may be negotiable. This position will have a ninety-day probation period.

Note: Currently, some AKR partners require COVID-19 vaccination for on-site service. To maintain effective partnerships, AKR abides by and honors their requirements. Considering this, all employees whose positions require in-person services will be required to provide proof of vaccination upon hire.

To apply, please email a resume and cover letter to Rebekah Wills, AR Kids Read's Program Director, at [rwills@arkidsread.org](mailto:rwills@arkidsread.org) and reference "Program Coordinator" in the subject line. Resumes will be accepted until the position is filled.