



**Position Title: Southeast Regional Program Coordinator**

**Reports To: Program Director**

**Date Posted: July 29, 2024**

**Organization:** Founded in 2012, AR Kids Read (AKR) is a nonprofit organization with a vision to see EVERY child reading on grade level. With central offices located in Little Rock, AKR serves Arkansas students using a community-based tutoring model and assessment tools that combine literacy instruction with relationship building. AKR accomplishes its mission through several models including community volunteers, collegiate program students, and part-time paid tutors. Programs run year-round in school and after-school settings. For more information, please visit [www.arkidsread.org](http://www.arkidsread.org).

**Position Summary:** The Southeast Regional Program Coordinator is responsible for implementing the programmatic tutoring initiatives of AR Kids Read in the Southeast Arkansas Region. In this role, it is important to engage and energize AKR stakeholders, including volunteers, community members, and site contacts. The Program Coordinator functions as primary point of contact for volunteers and Site Coordinators, including volunteer and site onboarding, training, and management.

The Program Coordinator reports to the Program Director. This is a hybrid full-time position located in the delta region paying between \$39,000 and \$42,000 with both on-site and remote work requirements.

**Primary Responsibilities:**

- Manage tutor vetting, onboarding, support and communications, including processing and tracking of tutor background checks, and implementation of volunteer appreciation strategy;
- Foster site relationships and manage tactical aspects of on-boarding, support and communications, including prompt attention to logistical needs and site appreciation strategies;
- Serve as Literacy Playground (summer program) Manager, supervising summer teachers and interns;
- Function as an AKR trainer and early literacy coach;
- Maintain volunteer, site contact, and student records using Customer Relationship Management (CRM) systems, including student testing and media releases;
- Contribute as an enthusiastic advocate for tutor recruitment efforts and the AKR program;
- Coordinate and administer pre- and post-test assessments for out of school sites;
- Collaborate with fellows and interns to assist with program coordination, including efforts such as site material distribution, resource inventories, and book giveaways;

- Assist the Program Director in meeting program objectives and make recommendations to enhance results;
- Provide programmatic social media content, including photos, videos, and impact stories;
- Participate in continuing education opportunities, as appropriate;
- Participate in weekly team meetings, quarterly team retreats, special events, 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
- Training in science of reading strongly preferred
- Flexibility to thrive in remote and onsite work environments
- Bilingual abilities (Spanish) are a plus
- Ability to work collaboratively with diverse groups, especially children, volunteers, and educators
- Enjoy working in a fast-paced environment with diverse work interactions and community engagements
- Experience utilizing Microsoft Office Suite
- Experience working with Salesforce or CRMs preferred
- Strong written and verbal communication 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
- Willingness to travel regularly within southeast Arkansas to partner sites and for regular meetings in Little Rock
- Access to stable internet connection
- Must be able to lift 30lbs
- Must complete background check, 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 \$39,000 to \$41,000, commensurate with skills and experience. Benefits include paid vacation and 403b. This

position does not include health benefits. The AKR office is closed for (approximately) five business days during 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. This position will have a ninety-day probation period.

Note: To maintain effective partnerships, AKR abides by and honors site stakeholder health requirements. Considering this, AKR reserves the right to require proof of vaccination as circumstances require.

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 "Southeast Regional Program Coordinator" in the subject line. Resumes will be accepted until the position is filled.