
SYSTEMS COORDINATOR

Team Read is seeking an exceptional systems thinker with a passion for education, youth development, and racial equity. This is a full-time equivalent position, exempt, local to the greater Puget Sound area.

Systems Coordinator is a new role for Team Read, with significant opportunities to build on a long track record of organizational impact and success, improving on what works to arrive at what scales. The Systems Coordinator is the leader of internal processes, documentation, data management, and systematization of our work so that we can grow what we do and increase the reach of Team Read's life-changing literacy and tutoring model. This person will know how to roll with big ideas and manage fine details at the same time. They can keep processes running smoothly while making room for constant improvement and innovation. They are a curious systems thinker and builder who also loves help others adapt to and adopt a more efficient and thoughtful process. A member of a small but mighty team, they are self-directed but not siloed.



WHO WE ARE

Team Read propels young students to become inspired, joyful readers and teens to become impactful leaders, ready to succeed in school and life, building stronger communities for all. Founded in 1998, Team Read is a Seattle-based nonprofit organization that partners with school districts to pair dedicated high school reading coaches with young student readers to measurably improve academic outcomes in high-poverty schools. In the 2019-2020 school year, we paired more than 450 coaches with 550 2nd-4th grade readers at 15 elementary schools across Seattle and Highline. Our coaches are sourced with shared experience as a goal: over 90% of our readers are BIPOC and about 50% speak a language other than English at home. To provide strong mentoring and connection, Team Read coaches are recruited from high schools in the same school feeder pattern, are more than 80% BIPOC, and many also come from bi-lingual households. Coaches are paid minimum wage for their

work. Our work is grounded in the belief that every child deserves to be a great reader and every teen deserves a meaningful first job.

Team Read's annual evaluation illustrates overwhelming support from our stakeholders. Teachers, parents, and principals agree Team Read is a high-quality program that supports reading growth and youth development. Due to COVID, we quickly pivoted to a virtual program this year and are serving students from 23 different schools across Seattle and Highline. The connection we help forge between emerging readers and their teen coaches is proving more important than ever before.



WHO YOU ARE

You haven't met a system that can't be improved on. You're excited about organization and the (often invisible) systems that make things run effectively. You love figuring out how to make things work better in durable and repeatable ways. You're someone who is good at capturing the operational details for internal systems and proactively developing processes to ensure everyone has what they need to use systems that make their daily work easier and our organization stronger. You're tech savvy, and like making the most of the technology tools at your disposal and sometimes finding new ones. You can anticipate roadblocks and are highly skilled at asking the right questions to get to solutions. You are a patient person with a coaching mentality and a learning mindset.

WHAT YOU WILL DO IN THIS ROLE

You'll report to the Director of Expansion and support the whole organization with your systems-thinking expertise. You'll be the CEO of making sure things run smoothly. Your core responsibilities will include:

Leadership & Collaboration: Leadership is needed in every role at Team Ream; we have a collaborative work environment where we all pitch in. You'll be a leader and collaborator on things like:

- The 30,000 foot view annual organizational calendar that reflects program work, administrative deadlines, relationship milestones, as well as fundraising and development activities.
- Making sure our data is as high-quality as it can be, and that data is shared with our external evaluation and our communications and development team for continuous improvement and maximum impact.
- Serving as the point person/task supervisor for special project teams, like graduate student interns or Team Read alumni.

Systems Stewardship & Streamlining: You'll be the keeper of the details, lead organizer of materials and data, so that Program Coordinators and other staff have exactly what they need to execute their work. This includes things like:

- Recruitment and onboarding processes and materials for readers/families, teen coaches, site coordinators, and site partners
- Airtable and the ways we use it to gather program data
- Packaging our signature Reading Library so high-quality materials are consistent across all sites
- Reviewing and documenting processes regularly to identify and implement automations and integrations across systems and help others to help themselves using our systems and processes.

Training & Troubleshooting: You'll be the point person for teaching internal systems and tools to team members, the go-to troubleshooter when a system isn't working quite right, and the person we look to to think through systems we don't have yet but need to build. This part is always evolving, but includes things like:

- Creating and maintaining standard trainings for systems like Airtable and Office 365
- Documenting how status changes are made when coaches are active/inactive
- Creating a system for updates in site enrollments or sharing program data with schools

QUALIFICATIONS

- Passion for education, youth development, and racial equity
- Strong systems thinking, not only about your own workload, but about the processes and delivery of our work as an organization.
- Attention to detail is **critical**, especially regarding data integrity and documentation
- 2 or more years of experience doing coordinator level work with a team
- Experience using a program delivery database or CRM
- Experience training others on using digital tools
- Excellent interpersonal, written and verbal communication skills
- Commitment to learning and engaging in anti-racist practices and to an environment that values diversity, equity, and inclusion
- Motivated, entrepreneurial, confident, organized, flexible, and comfortable working independently while also maintaining a strong commitment to teamwork and collaboration
- Proficient in MS Office Suite, AirTable, Salesforce, and other management software a plus

Postsecondary or continuing education in business or nonprofit management is valued but not required and may be replaced with direct professional experience.

COMPENSATION & DETAILS

The Systems Coordinator is a full-time (40 hours/week) exempt position. The salary range is \$50,000 to \$60,000 (FTE) based on direct experience. Team Read offers competitive benefits, a compelling mission and dedicated and passionate co-workers (core and school-based staff and teens). Benefits include employer-paid health insurance for employee, a technology stipend, 15 days of vacation and PTO in year one and 10 paid holidays, plus an additional 10 paid days annually during school closures. Our team is currently remote. We will return to our offices at the Seattle Public Schools central office in SODO following public health guidelines. Flexible work arrangements may be accommodated, so please ask.



HOW TO APPLY

Send a letter of interest, resume, and 2 references to jobs@teamread.org.

We strongly encourage applications from people of color and people who have personal experience as a first-generation, under-resourced or under-represented student like the majority of those who Team Read serves.

Priority consideration will be given to applications received by June 28th. We are seeking to fill this job by July 6th.

“When my student reader said, ‘I can do this,’ I felt like I could truly change the world, especially after helping him through a difficult book.” – Team Read alum



DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. As an adaptive organization, responsibilities can and will change in alignment with greater efficiencies and mission metrics.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION: Team Read is committed to equal opportunity for all employees and applicants and fosters an environment free of barriers and discriminatory practices. Team Read actively promotes mutual respect, acceptance, teamwork and productivity. Team Read is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness.

In accordance with the Americans with Disabilities Act, upon request, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions.