
PROJECT MANAGER FOR INFORMATION & SYSTEMS

Team Read is seeking an exceptional systems thinker with a passion for education, youth development, and a commitment to racial equity for a limited-term engagement (4 months minimum; up to 6 months initially with possibility for extension), local to the greater Puget Sound area.

The **Project Manager for Information & Systems** role is to help capture, codify and improve Team Read's work processes, initially across the programmatic and business functions of this small, high-impact organization. From documentation to data management, workflow to rhythm of business, the Project Manager understands how the flow of information and tasks enable the mission and is relentlessly curious about how to make them better, easier, and more scalable. The deliverables for this scope include both documentation and recommendations for improvement, in consultation and collaboration with staff who will own and manage these processes, day to day.



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're passionate about **what** the organization does as well as **how** it does it. You are a detail-oriented project manager who will lead the way in streamlining and modernizing our systems to support remote operations. You will review, recommend and implement improvements that optimize the team's ability to focus on mission, program and fund development.

You love puzzles and challenges and figuring things out. But you also keenly understand that within a small organization there will never be enough resources to fix everything, which is where your superpower of prioritization kicks in. You always have your eye on the big picture and are uncommonly adept at prioritizing which fixes are likely to have the biggest impact.

WHAT YOU WILL DO IN THIS ROLE

In partnership with the Executive Director, you will sequence and manage change in data, IT and financial operations, while working in close collaboration with all staff to arrive at feasible and felt improvements.

Your core responsibilities will include:

Information (40%) – We rely on the integrity of our data to communicate results, make strategic decisions, and steward our community of supporters. Your role in information management is to:

- Facilitate best practices in the ways that data is gathered, managed, and communicated.
- Implement data processes, standards, and guidelines through training and documentation in collaboration with our Administrative & Development Assistant.
- Facilitate improvement of our cross-functional, year-round, “rhythm of business” calendar with key decision points that serves as a reference for all staff and board.
- Develop reports and calendars for analyzing data to produce information accurately and on time to support cross functional needs, including the development of program materials.

Systems (40%)– Today we rely on a variety of inter-dependent systems that don't yet speak to each other as effectively as they could. Your role in systems management is to:

- Review key processes and workflows to find efficiencies through automation and streamlining and provide recommendations to the Executive Director, Communications & Development Director, and Program Coordinator.
- Review the data systems managed by others and find ways to integrate systems logically to reduce duplication and errors. Research and recommend admin, IT and digital services that enhance remote work.
- Document systems and processes working with the owners of those systems to ensure the processes are scalable as the organization continues to grow.
- Advance systems for financial management and reporting, including forecasting and quarterly reporting.
- Help discern what additional consulting or staff training needed to sustain our systems over time.

Team (20%) – We are a small team and we work together collaboratively. We are constantly innovating to help ensure people can excel in their area of focus without sliding into silos. Your role on the team is to:

- Get to know people and their functions. Learn what information and systems they rely on to do their best work, and develop an understanding of their pain points to improve work processes.
- Lead and support the staff to see the big picture by helping to produce the 30,000-foot annual calendar of major efforts, milestones, and deadlines across the organization – and how we update/manage it over time.
- Evolve our onboarding and offboarding process and procedures for employee, Board and volunteers. Develop education and training frameworks that help new people who join the team, whether long-term or time-bound, become proficient in organizational systems and processes.

EXPERIENCE & APTITUDES

Your resumé must demonstrate:

- 5+ years of experience supporting one or more teams as a coordinator or project manager in data management/CRM, finance, business management, operations, administration, and/or executive support
- 3+ years of experience:
 - Managing a database or data system, ideally in a nonprofit or education environment
 - Documenting systems and providing user training

We will be looking for evidence of:

- Strong, demonstrated systems thinking as evidenced by ability to evaluate, analyze and develop efficient and effective organizational and administrative processes
- Extremely high attention to detail
- Strong interpersonal, written and verbal communication skills
- Knowledge of nonprofit operations and functions and thrives in a small, dynamic team environment
- Understanding of best practice in information management
- Comfort and fluency with technology – an early adopter
- Commitment to learning and engaging in anti-racist practices and to an environment that values diversity, equity, and inclusion
- Database and data analysis experience

You will stand out if you can show us that you are:

- Motivated, entrepreneurial, confident, organized, flexible, and comfortable working independently while also maintaining a strong commitment to teamwork and collaboration
- Proficient in AirTable or Salesforce, Microsoft Office 365 (including Sharepoint) and the Google suite

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

Anticipated deliverables for this role in the first four months include but are not limited to:

- A coherent, cross-staff annual calendar for Team Read with key decision points identified that prepare the organization for the programmatic year, carry it through summer and the fiscal year end.
- Improved process documentation that supports the annual calendar and identifies clearly who does what/when.

- Specific recommendations on technology and training to best equip staff to perform their roles efficiently, with documentation to support.
- An onboarding plan and supporting materials for new staff, Board members and volunteers

COMPENSATION & DETAILS

For a limited-term, full-time contract (40 hours/week), exempt, and local to the Puget Sound area of Washington state compensation is \$6500/month.

On-site work is anticipated up to one full day per week along with occasional in-person meetings at program sites and with colleagues as needed.

HOW TO APPLY

Send a letter of interest, resumé, and two references to jobs@teamread.org. **Position opened until filled. Priority given to applications received by April 10th 2023.**

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.

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.