



PROGRAM ASSISTANT FOR COMMUNITY CONNECTION

Team Read seeks a high-energy Program Assistant for Community Connection who shares our commitment to education, youth development, and racial equity. This role drives Team Read's coach and broader community connection by developing and executing strategies to build, engage, and steward community. The position is full-time equivalent and located in Washington state with approximately 20% time on-site at schools and community sites. Part-time arrangements will be considered for students seeking employment complementary to their studies.

WHO WE ARE

At Team Read, we believe every child is capable and deserving of becoming a great reader, and every young adult should have access to a meaningful, paid first job. For nearly 25 years, we've been closing educational opportunity gaps through our unique after-school program that pairs striving 2nd to 4th



grade students with caring high school reading coaches for a powerful year of peer tutoring that dramatically impacts them both. Annually, we recruit and train about 400 teen reading coaches who are paired with student readers for one-to-one tutoring across four public school districts in the Puget Sound region – Seattle, Highline, Renton, and Tukwila.

Team Read's program is research-backed and results-driven. Our 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. Like many organizations, we were rocked by the pandemic and discovered we are both resilient and highly adaptable, and that when we keep our students at the center of our decisions, we can accomplish remarkable things together.

As we emerge from the pandemic, we are reconnecting in community with our coaches, families and alumni, fortifying connection to our mission and fostering the dual impact that Team Read generates, supporting every kid to become a strong reader and providing teens a meaningful first job while building vibrant, dynamic community along the way.

THE OPPORTUNITY

The Program Assistant for Community Connection is a new position, devoted to our teen coaches and connecting with program alum, families and volunteers. The person in this role will work closely with Team Read's Program Coordinator to successfully recruit, connect with, and retain approximately 400

teen coaches, many of whom will return to Team Read year after year. A key aspect of the work will be to build out our post-pandemic Ambassadors program, comprised of teen coaches who want deeper involvement and leadership opportunities with Team Read. They will also work closely with our Communications & Development Director to build, engage, and steward connection with program alum and volunteers who have indicated a desire to help Team Read, but need ideas and program support to carry those intentions forth.

WHO YOU ARE

You are a natural community builder equally comfortable presenting ideas and soliciting input from groups of teens or sharing ideas with professionals who are interested in how they can help strengthen Team Read and executing the events to bring that passion to impact. You understand that working in a small organization involves both unique joys and challenges and can move effortlessly between idea generation and tactical operations. You are both self-starter and a doer who loves to roll up your sleeves and make things happen.

At least two years of experience in a professional community-facing role is a must, as is Washington state residency and the ability to work on-site in community locations approximately 20% of the time.

THE ROLE: KEY PRIORITIES & RESPONSIBILITIES

You'll report to the Team Read Program Coordinator and contribute to:

Coach Engagement and Development (40%): Support strategies to recruit, select, train and sustain our pool of teen coaches across four districts, collaborating with colleagues, and resulting in a motivated and connected core of Team Read coaches excited about their work and contributing to strengthening our efforts. This may include engaging current coaches or alum in building our applicant pool, publicizing in school press and newsletters, classroom presentations at middle and high schools, talking with student clubs/groups, and working with middle and high school staff and other community-based organizations to coordinate recruitment efforts in coordination with other Team Read staff working with school-contacts. Additionally responsible for communications with coaches throughout the program year to answer questions or address concerns that arise regarding program details and monitoring through to resolution of the concern.

Ambassador Program, Alumni & Volunteer Engagement and Stewardship (30%): Develop and execute strategies that develop channels to inspire individuals to engage and invest in Team Read's mission. This includes spearheading Team Read's teen coach Ambassadors program and developing a regular volunteer and alum engagement program together with our Communications & Development staff. Draft tools, guidance, and implementation support for related communications, such as invitations to volunteers, teen coach information, student reader parent/ caretaker communications, etc.

Special Events (20%): Provide both strategic and operational support and execution for various Team Read events, including devising new opportunities to connect with the communities in which we work. Enlist the help and engagement of alum and board members while ensuring their experience is both a contribution and a positive engagement with Team Read.

This job description is not meant to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee and others may be assigned. The remaining percentage of effort is assumed for staff meetings, planning and related cross-organizational support (e.g, annual evaluation).

COMPENSATION & DETAILS

Hiring wage: \$24 – 26.50 per hour, based on experience.

Team Read offers competitive benefits, including employer-paid health insurance for employees working more than 30 hours/week, a SIMPLE IRA with employer match, a technology stipend, 10 days of personal leave year one plus 10 paid holidays, plus an additional 10 paid days annually during school closures. Team Read provides sick and family leave in accordance with Washington State’s laws.

At this time our team is primarily remote with periodic meetings and on-site work at our offices at the Seattle Public Schools John Stanford Center for Excellence. This position is expected to work at sites approximately one or two days a week during the school year and to attend meetings and events some evenings and weekends.

SKILLS & QUALIFICATIONS

Required Experience:

- 2+ years experience working in external-facing, community-connecting role(s): program management, outreach, community building, customer service, volunteer management or similar roles.
- Proven community building skills with concrete experience establishing networks or other solution-oriented collaborative bodies and executing together projects or events with specific goals and outcomes.
- Management of communications in a systematic, timely and responsive manner, including streamlining solutions to address routine concerns or questions.

Desired Skills & Aptitudes:

- Outstanding written and verbal communication skills
- Deep understanding of nonprofit context and experience in a small organization
- Marketing expertise with keen insight into best practices and promising trends
- High emotional intelligence and collaborative work style
- Ruthless prioritization and adaptability while managing multiple tasks and priorities
- Energized and ready to engage
- Deep understanding of and commitment to anti-racism
- Commitment to quality education for all, youth development, and racial equity. Ability to articulate personal passion for Team Read’s mission, values and commitment to equity.
- Commitment to learning and engaging in anti-racist practices and to advancing an environment that values diversity, equity, and inclusion.

HOW TO APPLY

Applications received by 5:00pm, June 9, 2023, will receive priority consideration.

Ready to apply? Please email jobs@teamread.org and include a resume and cover letter elaborating your interest in this job.

Please, no phone calls.

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.

“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