

Books Are Wings Program and Outreach Coordinator

Job Description: The Program and Outreach Coordinator plays a vital role at Books Are Wings by developing and implementing outreach programs to engage target audiences, promoting the organization's mission and services, and building positive relationships with the community. This position requires a dynamic and organized individual with excellent communication skills and a passion for fostering community engagement.

Position Title: Program and Outreach Coordinator (Part-time, 20-30 hours a week.)

Reports To: Executive Director

Status: Non-Exempt (hourly)

Our Mission: *Putting free books into the hands of children.* Books Are Wings seeks to provide every child with regular access to books. BAW works to engage students in their classrooms, at school functions, community events, and playgrounds. We believe that offering books to children in different environments instills a consistent message that reading is not just school work- it's a way of life!

Our Vision: We believe the power of literacy transforms the lives of children, their families, and communities for the better.

Our Values: Our organizational values are Community, Equity, Diversity, and Empowerment.

Books Are Wings is an Equal Opportunity Employer. BAW does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, medical condition, national origin, veteran status or any other status protected under federal, state, or local law. All employment is decided on the basis of qualifications, merit, and business need.

Pay rate: \$20-\$22 an hour, depending on experience

This position does not include benefits, but is eligible for earned PTO, as allowed by state and federal law.

Position Summary:

Duties and Responsibilities:

Community Engagement:

- Research and coordinate outreach events.
- Act as a liaison between the organization and the community, developing relationships with individuals, educators, families and community partners.

Outreach Programming:

- Plan, promote and deliver program services to educational and childcare providers through monthly scheduled events, out-of-school time events, camps, etc.
- Communicate with partners to organize and provide direct services as needed.
- Maintain comprehensive knowledge of all BAW programs.

- Maintain a supportive, safe and comfortable environment within the offices and provide assistance to visitors.
- Lead readings and train volunteers at Books All Year and Tale Mail visits

Data Tracking and Analysis:

- Coordinate and collect detailed statistical information on outreach activities.
- Assist Executive Director in reporting out data and analyzing trends, to aid in the acquisition of grant funding by demonstrating the organization's impact and effectiveness.
- Assist with data entry for constituents and donors
- Record book distribution and book donor data after donations and distributions

Collaboration:

- Collaborate with team members and external partners to ensure effective strategies and maximize impact of programs.
- Coordinate with van driver for books/supplies delivery to various locations across RI.
- Assist Director of Communications with creating content for social media posts, website updates, flyers and mailings, email blasts, and photo collection at programs.
- Collaborate with team to implement initiatives and objectives outlined in our BAW's strategic plan.

Tale Mail Program:

- Design PreKindergarten literacy activities and craft projects for Tale Mail program in partnership with the Director of Communications
- Work within budget constraints to research and purchase books and materials.
- Communicate with printer on orders and arrange for pickup of printed materials

Volunteers, Interns, and Summer Staff:

- Create and post description of needs for volunteers, interns, and summer staff on various platforms including Handshake and United Way volunteer platforms. Share description with Director of Communications to post on Books Are Wings site.
- Work with Executive Director to Interview, train, and manage volunteers, interns, and summer staff to carry out office duties or represent Books Are Wings and assist BAW staff at school and community events.
- Lead training of both small and large volunteer groups at book sorting events.

Other Responsibilities:

- Count and sort donated books.
- Sort and package of books/supplies for events.
- Other duties as assigned

Skills and Qualifications:

- Field experience in Educational settings, experience teaching a plus.
- Experience writing curriculum
- Experience working with diverse populations and communities.
- Skilled in interpersonal written and verbal communications.
- Strong organizational skills.

- Possess the ability to utilize the following skills/programs: Email, Google Docs, Microsoft office or similar.
- Flexible schedule, may need to be available days, nights, and weekends as needed.
- The ability to work independently, to take initiative, and manage multiple tasks.
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels.
- Must have a valid driver's license and vehicle for transportation to BAW events.
- Regularly lifts and moves objects up to 40 pounds
- Since this position works closely with children and families, applicant must pass all background checks including state and national background checks and internet searches as allowed by law. Hiring is contingent on a clean national BCI/background check.
- Bilingual in English and Spanish preferred but not required

How to Apply

- Email resume, cover letter explaining why you are a good fit for the position, and 3 references to info@booksarewings.org.
- No phone calls please.