



An Equal Opportunity Employer Committed to a Diverse Workforce

Job Title: Program Associate – Temp to Hire
Location: San Francisco
Department: Community Investment Team / Raising A Reader
Reports To: Director, Raising A Reader – San Francisco
Classification: Temporary, Full Time
Closing Date: Open until filled
Pay: \$18.00 - \$20.00 per hour

Summary:

- Are you looking for a position to use your project management and administrative skills to contribute to positive changes in the community?
- Are you passionate about education?
- Do you enjoy working to create greater opportunities for children and families in low-income communities?
- Do you feel equally comfortable sitting on the floor reading with children as standing in front of their parents, discussing the benefits of sharing books?

Position:

Raising A Reader’s primary mission is to build “read aloud” routines in the homes of low-income families with young children, ages 0-5, thereby fostering early brain development, parent-child bonding, early literacy skills, and improved kindergarten readiness. RAR offers a comprehensive solution that is child-driven, easily adaptable, and engages parents and the early care community as partners with a proven track record of success throughout our community, as well as in 180 other communities across 35 states.

The Program Associate, reporting to the Director, will perform a variety of tasks, including, but not limited to, implementation of the RAR program in the community (including conducting workshops with parents and teachers and reading aloud with groups of children), attending meetings with partner organizations, database management, and providing administrative support for both program, organization, and fundraising initiatives.

Responsibilities will include:

- Visiting program sites to implement and evaluate the program
- Maintaining program tracking systems and updating information on a regular basis
- Inputting surveys into database
- Maintaining paper files
- Arranging and facilitating meetings, including preparing notices and agendas and assembling materials and documents
- Coordinating events including scheduling, publicizing, and delivering content of event

- Maintaining relationships with key community partners such as the library and other literacy organizations
- Representing Raising A Reader in the community, which may include meetings, fundraisers, or speaking engagements
- Writing professional, high-quality proposals, reports and other documents

Requirements:

- Bachelor's degree (BA)
- Access to a car, current valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment. Employee must be able and willing to travel as deemed necessary by his/her supervisor.
- Strong knowledge of MS Word, Excel, and PowerPoint; familiarity with Access a plus
- Must be able to perform and prioritize multiple tasks simultaneously and efficiently
- Self-starter: someone who anticipates needs and problems, and communicates effectively with colleagues as projects develop
- Strong interpersonal skills and the ability to work with sensitivity and nuance with a wide range of people inside and outside the organization. This position requires daily interaction with teachers, parents and children. Enthusiasm and a positive attitude is a must!
- Persistent in a professional, courteous, and tactful manner
- Excellent writing and proofreading skills
- Exceptionally detail-oriented and organized.
- Ability to work autonomously, managing and prioritizing own time and tasks

Preferred:

- Spanish/English or Cantonese/English speaker highly desirable
- Experience working in the literacy field
- Experience working in Early Childhood Development
- Familiarity with Efforts to Outcomes or Salesforce

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

TO APPLY

Submit resume, along with cover letter, to careers@uwba.org.