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## **Project Administrator – Network Growth and Development**

The Project Administrator – Network Growth and Development provides high quality administrative support for the processes that ensure growth and development of the Reach Out and Read Network in accordance with the organization’s strategic direction. Reporting to the Project Manager – Network Growth and Development, s/he will support Reach Out and Read medical practices that participate in Reach Out and Read (program sites) in delivery of a high-quality program and provide key administrative support for the strategic initiatives team.

The Project Administrator is highly organized and has excellent interpersonal skills – someone who can easily switch from coordinating meeting logistics to responding professionally and personally to an incoming call; who has focused attention to detail; who understands the nature of the Reach Out and Read intervention and how it fits into a busy medical clinic; who can provide excellent customer service at all times to stakeholders at various levels of the organization.

### **Job Responsibilities:**

#### ***50% - Independent Site Support***

- Provide technical assistance and customer service to independent Reach Out and Read program sites
- Collaborate with the Database Manager to provide ongoing support for newly activated independent program sites to ensure the development of quality program sites and enhance provider engagement
- Field programmatic and technical-related inquiries from program sites nationwide
- Facilitate proactive communications between the National Center and independent program sites to promote a high standard of program quality
- Liaise with Development Department to support fundraising for independent program sites
- Liaise with the Information Systems Manager to administer Progress Report process

#### ***25% - Administrative Support for Network Growth and Development***

Provide administrative support for Project Manager – Network Growth and Development with respect to:

- The planning process for affiliates (groups affiliated with the National Center that provide local support for Reach Out and Read program sites)
- Affiliate training and networking
- General support of affiliates
- Maintenance of newsletter contact list/affiliate contact list

#### ***25% - General Administrative Support of Strategic Initiatives Department***

- Monitor the [info@reachoutandread.org](mailto:info@reachoutandread.org) account – forwarding emails appropriately and responding to general inquiries and requests
- Assist in the preparation of presentations and meetings including, but not limited to meeting location scheduling, sending meeting invitations and tracking attendance, A/V requirements, and note-taking



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- Prepare materials for mailing, create and maintain Excel spreadsheets, Word Documents, PowerPoint presentations etc..
- Other duties as assigned or as required

### Required Skills and Experience:

- Undergraduate degree or equivalent knowledge or experience
- Experience in customer service-oriented work
- Working knowledge of Microsoft Office software
- Excellent interpersonal and customer service skills
- Willingness to take initiative and engage in on-the-ground problem solving
- Strong organizational skills and ability to manage numerous tasks simultaneously
- Exceptional attention to detail
- Professional, personable telephone demeanor; as comfortable on the phone as with emailing
- Ability to work with all levels of staff and management, both in-person and virtually
- Ability to work independently and oversee projects from start to finish
- Enthusiastic team player and collaborator
- High quality verbal and written communication skills
- An understanding of the early childhood development arena is preferred

### How To Apply:

- Please send resume and cover letter to [Hannah.ongman@reachoutandread.org](mailto:Hannah.ongman@reachoutandread.org) for consideration. Please note that no applications will be reviewed without submission of a cover letter.