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**Reach Out and Read, Inc.  
Job Announcement  
Program Specialist, Oregon Affiliate**

**Reports to:** Executive Director, Reach Out and Read Oregon  
**FLSA Status:** Exempt  
**Salary Range:** \$60,000-\$70,000 + benefits  
**Deadline to apply:** April 5, 2019

**ABOUT REACH OUT AND READ**

Reach Out and Read, Inc. is a national organization headquartered in Boston with a mission to give young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together. Reach Out and Read, Inc. is affiliated with organizations supporting delivery of the Reach Out and Read (ROR) program across 50 states. Doctors, nurse practitioners, and other medical professionals incorporate ROR's evidence-based model into regular pediatric checkups, by advising parents about the importance of reading aloud and giving developmentally-appropriate books to children. The program begins at the 6-month checkup and continues through age 5, with a special emphasis on children growing up in low-income communities. Families served by ROR read together more often, and their children enter kindergarten with larger vocabularies, stronger language skills, and a six-month developmental edge.

ROR Oregon was officially established in 2012 and operates as an affiliate under the national organization. ROR Oregon currently reaches approximately 32% of children from birth to five years in Oregon at 121 program sites across the state. Over 1,190 volunteer medical providers and additional medical volunteers are involved, distributing 133,000 books to children and their families each year. A 0.1 FTE medical director (an Oregon pediatrician) supports provider recruitment, training, and site implementation efforts.

In Oregon, approximately 97% of children see a primary care provider at least once annually in the first five years, and most children attend more than 10 well-child checks before they start school. With early education and health care reform in Oregon creating coordinated statewide systems focused on prevention, healthy development, and school success, ROR Oregon offers an unparalleled opportunity to give parents and caregivers the information and skills to support their children's language, social-emotional, and literacy development.

**THE OPPORTUNITY**

ROR Oregon seeks a **Program Specialist** to ensure that the ROR program is delivered with high fidelity to children and families across Oregon. By establishing cooperative relationships with medical providers and staff at multiple program sites and providing professional development services and technical assistance, the Program Specialist provides the support clinics need to operate with strong fidelity to the ROR model. The Program Specialist has frequent contact with their assigned clinics through in-person visits and phone/email and develops champions for the ROR program among medical providers and staff. The Program Specialist will support ROR Oregon's Executive Director to ensure current programs

are well supported and of high quality and help expand new program sites in Oregon to reach more children and families

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Technical Assistance and Professional Development Support (65%):

- Have regular contact with sites to develop relationships with clinical and administrative staff in order to assess quality, deliver support, and identify additional needs.
- Assess sites' adherence to the ROR program model and assign quality ratings.
- Create and implement technical assistance plans to support sites' efforts to reach a higher level of program quality as needed.
- Support sites' implementation of program quality improvement processes, monitor progress, and reassess, in partnership with sites.
- Conduct site visits across Oregon with a frequency appropriate for sites' identified needs and quality rating.
- Cultivate ROR champions and advocates among the clinics' medical providers and staff, including supporting the Executive Director in legislative/administrative advocacy efforts by helping connect champion providers with legislators and administrators.
- Support site leaders to identify and overcome barriers that negatively impact their program's quality and sustainability.
- With Medical Director, ensure all sites have training processes in place for their providers, so that existing and new providers are able to provide a high-quality program.
- Offer all providers ongoing professional development opportunities, and continually assess opportunities for professional development services that sites would find helpful.
- Guide new sites through the process of applying, training providers, and implementing ROR.
- In collaboration with the Executive Director, convene ROR site coordinators and/or medical consultants at least annually to discuss best practices, support and enhance programs, and facilitate dissemination of relevant information (by teleconference, workshop and/or meeting/summit).

### Program Data and Reporting (20%):

- Assure sites' completion of twice-yearly progress report.
- Review progress report data for assigned sites and use it to inform technical assistance plans and quality ratings for each site.
- Continually track and document quantitative and qualitative site data, using established tools and databases.
- Provide Oregon data summaries for ROR, Inc. to support funding applications, partnership development, and advocacy activities, as requested.

### Book Support and Funding (15%):

- Support sites in selection and ordering of books to meet the needs of their patients.
- Provide support for efficient tracking processes to support accurate data collection and reporting.
- Document sites' book funding sources. Assist sites to identify and pursue new local funding opportunities as needed.
- Assist the Executive Director with fund development and advocacy in connection with programs (e.g., arrange site visits for prospective or existing donors, funders, or legislators).

- Identify programs in need of book funding support and collaborate with Executive Director in the allocation of funding to individual sites.

Other:

- Regular travel, approximately 50% of time throughout Oregon, plus availability to attend one to two national meetings per year is required.
- Other duties as assigned.

**QUALIFICATIONS & EXPERIENCE**

The ideal candidate is a passionate and dedicated individual who wants to help build a growing, mission-driven organization that ensures our youngest children have a great start in life. At least three-five years of program/project coordination experience in a non-profit or health care setting is required.

Education:

Bachelor's Degree or equivalent experience.

Knowledge & Skills (required):

- Experience providing technical assistance and/or implementing professional development programs.
- Strong interpersonal communication skills, including writing and editing skills, verbal skills, and effective public speaking skills to small-to-medium size groups.
- Excellent customer-service skills with a desire to solve problems and work with health care providers and medical practices and clinics.
- Strong relationship-building skills, with demonstrated success cultivating and sustaining relationships and partnerships among diverse organizations and groups.
- Self-motivated and inspirational problem solver who functions effectively in a “virtual” work environment.
- An enthusiastic and collaborative team member.
- Demonstrated ability to take both initiative and direction, maintaining a focus on mission and collective team impact.
- Ability to prioritize multiple tasks, meet deadlines, and adapt flexibly within a newly re-launched, entrepreneurial organization.
- Facility with technology, including database systems, online conferencing tools, MS Word, Excel, and PowerPoint.
- Understanding of diversity, equity, and inclusion and ability to work with diverse populations and communities.

Additional desirable qualifications (not required):

- Experience with health care providers, health care practice change efforts, and quality improvement processes.
- Education and/or experience within the fields of health care, early childhood education, literacy, parenting support or related fields.
- Some experience supervising the work of other staff members or volunteers.
- Additional language fluency (in addition to English), such as Spanish.

## **SPECIAL WORKING CONDITIONS**

- Ability to work effectively from a home office.
- Access to dependable and regular transportation for frequent in-state travel.

## **TO APPLY**

Submit resume and cover letter to [jobs@reachoutandread.org](mailto:jobs@reachoutandread.org) by **April 5, 2019**.

For more information:

[www.reachoutandread.org](http://www.reachoutandread.org)

## **EQUAL OPPORTUNITIES**

We value diversity, equity, and inclusion and are committed to equal opportunity in employment. All genders, sexual identities, and members of all racial and ethnic groups, people with disabilities, and veterans are welcome and encouraged to apply.