



About Reach Out and Read

Founded in 1989, Reach Out and Read gives young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together. Reach Out and Read's tens of thousands of trained pediatric providers use books as a diagnostic tool during regular check-ups, and teach parents how to engage their child with a book to promote positive parent-child interactions during the rapid brain growth between birth and age five, particularly in economically disadvantaged families who are at risk for adverse outcomes. The daily practice of reading aloud with a parent supports children's literacy and math skill development, their social-emotional development, and prepares them for future success in school. Through its national network of providers, Reach Out and Read is helping to set 4.8 million children a year on a path to a bright future, from birth.

Reach Out and Read is the only national early literacy intervention delivered through pediatric care providers. The program has been the subject of 16 independent studies, the largest body of scientific research for any psychosocial intervention in pediatrics. Research shows that children served by Reach Out and Read are read to more often, enjoy sharing books more, and have better expressive and receptive language skills.

The Impact

- Reach Out and Read program sites are located in more than 6,400 hospitals and health centers in all 50 states, Washington, D. C., and the U.S. Virgin Islands.
- Reach Out and Read serves 4.8 million children and their families annually.
- More than 7.4 million new, developmentally appropriate books are given to children annually.
- More than 34,000 medical providers currently participate in Reach Out and Read
- Our peer-reviewed body of evidence demonstrates that Reach Out and Read parents are two-and-a-half times more likely to read regularly to their children, and that children experiencing Reach Out and Read show enhanced language development.

To learn more about Reach Out and Read, visit www.reachoutandread.org.

The Opportunity

The Project Administrator for the Reach Out and Read Strategic Initiatives (SI) Team has a unique opportunity to participate in the future direction of projects and initiatives that expand and develop the impact of Reach Out and Read. Working closely with the Chief of Strategic Initiatives and the SI Project Manager, s/he will support the SI team with a variety of tasks including project planning and management, research and data analysis, event organization and coordination, and management of the Reach Out and Read online learning community. Reach Out and Read is committed to offering professional development for our workforce and opportunities for growth within the organization where possible.

Key Responsibilities

- **General Administration and SI Team Support (65%):**
 - Provide administrative support for the SI team in the development and implementation of projects and initiatives in accordance with the Reach Out and Read strategic direction
 - Schedule and coordinate SI-related meetings and conferences, including meeting venue and catering, hotel rooms, transportation, A/V, invite/attendee list, timekeeping, materials, and minute-taking
 - Create project plans, track project performance and ensure that all projects are delivered on time and within scope and budget in collaboration with the SI team

- Assist in development of project materials, including videos, marketing content, training, surveys, and informational documents
- Manage project participants within and outside the Reach Out and Read network
- Gather data relevant to initiatives including existing/prospective sites and coordinating site visits
- Perform other tasks related to initiatives as assigned
- **Online Learning Community Management (35 %)**
 - Working with the SI team, create and pilot training modules on the ROR online learning community system
 - Manage the relationship with the system provider team in collaboration with the Reach Out and Read Information Systems Manager
 - Administer training pilot processes and learning cohorts
 - Keep informed of best practices related to online adult education

Qualifications and Experience

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below:

- Experience in relevant administration and project management work
- Bachelor's degree or equivalent knowledge and experience
- Effective written and verbal communication skills
- Self-motivated, with the ability to work both independently and as part of a team
- Extreme attention to detail
- Excellent organizational and multi-tasking skills with the ability to effectively prioritize tasks
- Proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint
- Creative problem-solving, extremely positive attitude, sense of humor, and ability to thrive in fast-paced environment
- An understanding of the early childhood development arena and/or medical systems
- Proficiency in languages other than English that support our work with diverse constituents

Position Specifications

Full time (40 hours) exempt, located in Boston, MA

Compensation and Benefits

Salary will be competitive with similar roles at non-profit organizations of a comparable size, and you will also receive a robust benefits package. We offer medical and dental insurance, 401(k) retirement plan with match, paid vacation, professional development stipend, and more.

-----**EQUAL OPPORTUNITY EMPLOYER**-----

Reach Out and Read is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, physical or mental disability or veteran status. Reach out and Read is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify jsmerkers@positivelypartners.org and we will work to accommodate your needs.

To apply, email resume and cover letter to jobs@reachoutandread.org.

