



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

Reporting to the Director of Development Operations, the Development and Administrative Assistant has a unique opportunity to help shape the future direction of Reach Out and Read by supporting the Staff at the National Center.

Key Responsibilities:

- **General Administrative Support (20%)**
 - Schedule and manage meetings for the Chief Executive Officer.
 - Manage documents to be signed or approved by CEO.
 - Book travel for CEO and visitors to National Center.
 - Set-up and prepare for organization-wide meetings, including booking meeting rooms, sending calendar invites, ordering food (if needed) and setting up the appropriate technology.
 - Ensure that National Center is kept in working order, including:
 - Receive and immediately process incoming mail.
 - Order and stock supplies.
 - Place and resolve work orders with building as needed.
 - Keep office neat and tidy.
 - Answer door to receive visitors and distribute mail and packages.
 - Manage and troubleshoot with vendors, including copier, phones, shredding and more.

- **Gift Processing and Development Operations (40%)**
 - Enter check and electronic gifts into Salesforce.
 - Together with Data and Systems Manager, ensure fidelity and accuracy of data.
 - Process donor acknowledgements, ensuring accurate, professional, and customized donor communications.
 - Mail letters and packages as needed.
 - Assist with donor cultivation by helping to process donor mailings, writing personal notes to donors, etc.

- **Finance Operations (40%)**
 - Monitor bank activity and share gifts received electronically with appropriate colleagues.
 - Deposit checks in a timely and organized manner, distributing checks and back-up information to the necessary colleagues.
 - Collect necessary backup for invoices/orders, including coding and approvals.
 - Forward invoices for payment.
 - Monitor FedEx and other accounts for activity.
 - Other duties as assigned.

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:

- One to two years' experience in an administrative role.
- Exceptional ability to self-motivate.
- Exceptional ability to anticipate and solve problems.
- Extreme attention to detail.
- Willingness to work with competing priorities.
- Willingness to work closely with a team and respond to team requests on an ongoing basis.
- Willingness to "jump in" and help.
- Extremely positive attitude, sense of humor, and ability to thrive in fast-paced environment
- Salesforce experience preferred, but not required.

Position Specifications

Full time (40 hours per week) in Boston Office. This employee will be expected to work in the office five days a week.

To Apply

Please send your cover letter and resume to jobs@reachoutandread.org. Applications will be reviewed on a rolling basis.

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 jsmarkers@positivelypartners.org and we will work to accommodate your needs.