



Reach Out and Read, Inc. Oregon Program Coordinator

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 a child's literacy and math skill development, her social-emotional development, and prepares her for future success in school. Through its national network of providers, Reach Out and Read is helping to set 4.7 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 6,000 hospitals and health centers in all 50 states, Washington, D. C., Puerto Rico and the U.S. Virgin Islands.
- Reach Out and Read serves more than 4.7 million children and their families annually.
- More than 7.2 million new, developmentally appropriate books are given to children annually.
- More than 32,000 medical providers currently participate in Reach Out and Read
- 16 independent studies demonstrate that Reach Out and Read parents are two-and-a-half times more likely to read regularly to their children and, as a result, children's language development is enhanced.

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

The Opportunity

Reach Out and Read Oregon works throughout the state of Oregon, currently serving 102,000 children annually through 170,000 well-child visits and 158 program sites that leverage over 1,400 volunteer medical providers and staff. For more information, please visit our web page at www.reachoutandread/oregon.

Position Summary

Reporting to the Program Specialist, the Program Coordinator will play a critical role in supporting program sites across the state, but especially in the following counties in Southern and Central Oregon: Lane, Coos, Curry, Douglas, Klamath, Lake, Jackson, Josephine, Jefferson, Crook, Deschutes, Harney, and Malheur. The ideal candidate must be located in one of these areas of the state and be able to work effectively from a home office in a telework environment. This position functions as a remote member of the Program team, along with the Program Specialist located in Portland. The position will serve as the main support contact for Reach Out and Read Oregon sites in the assigned region, monitoring fidelity to the ROR model and providing support to site-based personnel via phone, email, and annual in-person visits.

The Program Coordinator will also support the Program Specialist in statewide activities including volunteer management, progress report submission, and book ordering. The ideal candidate will have a passion for supporting young children and families and exercise initiative, self-direction, and the ability to work autonomously with minimal supervision. The candidate must also be able to identify and adapt to shifting priorities, be flexible and resourceful, and exercise professionalism with internal and external audiences.

Essential Duties and Responsibilities

Program Fidelity and Technical Assistance (~50%)

- Serve as the primary technical and customer support contact for all assigned clinics (~40-45 sites) within the region.

- Have regular contact with sites in assigned region to develop relationships with clinical and administrative staff in order to assess program 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.
- Support sites' implementation of program quality improvement processes, monitor progress, and reassess, in partnership with sites.
- Conduct site visits across assigned region in Oregon with a frequency appropriate for sites' identified needs and quality rating, at least once annually.
- Support site leaders to identify and overcome barriers that negatively impact their program's quality and sustainability.
- Ensure sites have training processes in place for their providers, so that existing and new providers are able to provide a high-quality program.
- Support sites with training and site coordinator transitions, ensuring all medical providers are trained and all site coordinators are equipped to manage program implementation within the clinic.
- Assess opportunities for professional development services that programs would find helpful.
- Identify potential ROR Oregon sites to support expansion, in collaboration with the ROR Oregon team.
- Guide new programs in assigned region through the process of applying, training providers, and implementing ROR.
- In collaboration with the Program Specialist and 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%)

- Assist and ensure 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.
- Maintain timely and accurate data within the myROR database.
- Continually track and document quantitative and qualitative site data, using established tools and databases.
- Gather, analyze, and report data from myROR as needed to support funding applications, partnership development, and advocacy activities, as requested (shared responsibility with all ROR Oregon staff).

Book Support and Funding (~10%)

- Support sites in ordering new, developmentally appropriate books and maintaining an appropriate collection of gently used books.
- Oversee ordering and tracking of book donations.
- 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 (shared responsibility with all ROR Oregon staff).
- Identify programs in need of book funding support and collaborate with Oregon staff in the allocation of funding to individual sites.

Volunteer Management and Community Engagement (10%)

- Supervises program volunteers, students, interns, and others as assigned by Program Specialist.
- Recruit community members and organizations for gently used book drives, as well as managing the distribution of the books to the clinics.
- Identify prospects and connect ROR Oregon with community members and organizations that are potential early education social impact partners in the assigned region.

- Contribute to the planning and execution of ROR Oregon conferences and events.

Other (~10%)

- Regular travel, approximately 30% of time throughout Oregon, plus availability to attend one national meeting and several state meetings per year is required.
- Participates in general and department staff meetings, committee work and other related activities as assigned.
- Collaborate with ROR Oregon staff regarding special projects, programmatic documents, cross department requests, and other tasks as requested by Executive Director and Program Specialist.
- Other responsibilities and 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. The ideal candidate is a passionate and dedicated individual who wants to help build a growing, mission driven organization, and has many of the following skills and experience:

- A passionate commitment to the goals of Reach Out and Read Oregon as well as the ability/willingness to adapt as programs evolve.
- Excellent interpersonal, oral, and written skills to interact effectively with patients, parents, internal, and external contacts.
- Bachelor's Degree in health, child development, education, or related field or equivalent experience.
- Two or more years' experience in program coordination or equivalent experience.
- Documented evidence of delivering, executing, and evaluating programs.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Understanding of rural communities.
- Proactive attitude, out of the box thinking, sense of humor and ability to thrive in a fast-paced environment.
- Attention to detail and problem solving, with a demonstrated capacity to meet deadlines and a commitment to customer service.
- Demonstrated ability to think creatively and solve problems; sense of curiosity and commitment to continuous learning.
- Deadline oriented, flexible in responding to changing priorities and competing needs, sound judgment, and ability to work with confidential information effectively.
- Desire, ambition, and energy to work in an organization that is evolving at an accelerating pace.
- Ability to work well under minimal supervision and guidance.
- Recognizes, understands, and respects the diversity of families with experience in developing supportive programs and providing services, especially in rural communities.
- Experience working with low-income families, early literacy programs and/or in a medical setting preferred.
- Public health, community building, and database management are a plus.

Position Specifications: This is a .6FTE 24 hour/week, part-time, non-exempt position, based in Oregon. The schedule is flexible and will be coordinated in collaboration with the Program Specialist.

Compensation: \$15-\$20/hour depending on qualifications and experience

Benefits: Prorated benefits package includes 401(k) retirement plan with match, paid vacation, phone/internet stipend, and mileage reimbursement.

Reports to: Program Specialist

Requirements: Some evening and weekend work may be required. Car and proof of insurance required. Must be able to safely carry books to sites (up to 35 pounds). Must live in Southern or Central Oregon.

To Apply:

Please email a cover letter and resume, with the subject line "Reach Out and Read Oregon Program Coordinator Application" to Program Specialist Kristin Dreves at kristin.dreves@reachoutandread.org. Please feel free to reach out by email if you have any questions about this posting. Position open until filled.

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