



## Regional Program Coordinator

Grant Funded Position

Reach Out & Read Northeast

For almost three decades, pediatricians and other pediatric primary care practitioners across the United States have been partnering with **Reach Out and Read (ROR)** to advance the healthy development of the children (birth aged through five years old) who visit their offices. Our simple model of “prescribing books” brings more than 4.7 million children in contact with rich opportunities to learn and grow each year. By partnering with doctors’ offices, we connect with children and families early to stimulate brain development and foster the foundations needed for long-term success. We aim to support all families and children but because we are serving nearly one-quarter of children living in poverty, our work can help combat the effects of income inequality and close the opportunity gap.

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 OPPORTUNITY

Reporting to the Regional Program Director, the Regional Program Coordinator has a unique opportunity to help shape the future direction of Reach Out and Read Northeast, ensuring that high-quality Reach Out and Read programs are delivered to children and families, developing a stronger Reach Out and Read network, and making inroads to ensure the long-term sustainability of Reach Out and Read in the assigned region. This is a highly relational job, both within a tight-knit virtual team, and when working directly to support our medical and clinic partners. It requires a commitment to equity combined with the ability to influence without direct authority and diagnose systems challenges, while respecting and supporting clinic and family cultures. By establishing collaborative relationships with medical providers and staff at multiple program sites and providing professional development services and technical assistance, the Regional Program Coordinator provides the support programs need to adhere to Reach Out and Read best practices. The Regional Program Coordinator has frequent contact with their assigned programs through in-person and virtual visits as well as through phone and email and develops champions for the Reach Out and Read program among medical providers and staff.

The Regional Program Coordinator serves as a member of the Northeast Regional team. While most teamwork is accomplished virtually, the Regional Program Coordinator will have a strong connection to other team members and a commitment to common processes and goals tied to the team’s collective success. This individual also acts as liaison to the Reach Out and Read National Center, especially in support of public relations/communications and federal and state funding initiatives that National Center senior staff cultivate to support Reach Out and Read programs in the Northeast Region.

### KEY RESPONSIBILITIES

#### Technical Assistance and Professional Development Support:

- Develop relationships with clinical and administrative staff to assess quality, deliver support, and identify additional needs through site visits, and frequent email and phone contact.
- Assess programs’ adherence to the Reach Out and Read program model and assign quality ratings.

- Create and implement technical assistance plans to support programs' efforts to reach a higher level of program quality as needed.
- Support programs' implementation of program quality improvement processes, monitor progress, and reassess, in partnership with the programs.
- Conduct in-person and virtual site visits with programs in assigned region with a frequency appropriate for sites' identified needs and quality rating.
- Ensure all programs have training processes in place for their medical providers and site coordinators, so that existing and new providers and coordinators can provide a high-quality program.
- Guide new programs through the process of applying, training medical providers, and implementing Reach Out and Read.
- Collaborate with the Regional Executive Director, Regional Program Director and other Program Coordinators to discuss best practices to support and enhance program quality, to strategize effective implementation, and to implement best practices within the Reach Out and Read team.
- Contribute articles, information and ideas to the quarterly Reach Out and Read Northeast Program newsletter. Compile and write newsletter, as needed.

#### **Program Quality, Data and Reporting:**

- Assure programs' completion of twice-yearly progress report.
- Review progress report data for assigned programs and use it to inform technical assistance plans and quality ratings for each program.
- Continually track and document quantitative and qualitative program data using established tools and databases.
- Assure programs' completion of twice-yearly parent surveys (Where applicable)
- Review parental survey data and key metrics. Work with sites to address any areas that need improvement. (Where applicable)
- Support sites in establishing literacy rich waiting room environments, obtaining new and gently used books including occasionally moving, storing and delivering books and referring adults with low-literacy skills to appropriate support programs, as needed. Support and/or coordinate periodic meetings or conference calls with regional Reach Out and Read Program Coordinators and Medical Consultants to discuss Reach Out and Read best practices.

#### **Book Support and Funding:**

- Provide support for efficient tracking processes to support accurate data collection and reporting.
- Assist sites with identifying local sources or funding and/or donations to augment the books/funding received yearly from Reach Out and Read, as needed.
- Assist sites with ordering process and selection of high-quality books for their Reach Out and Read program.
- Assist Reach Out and Read leadership with program-related fund development and advocacy as requested.

#### **General Operations & Partnership Building:**

- Regular travel to sites within region, occasional travel to sites outside assigned region as requested. Availability to attend quarterly region wide team meetings per year is required.
- May be assigned other administrative or programmatic duties to support the overall success of Reach Out and Read Northeast Region.
- Assist with and attend special events/workshops held within the region, including conferences and legislative site visits.
- As funding allows, active recruitment at health centers, clinics and private practices to inform them on how to apply for and receive startup funding and training to become a Reach Out and Read program, with the goal of making Reach Out and Read universal in clinical settings serving the region's youngest children, especially those living in poverty.

- Develop and maintain relationships and collaborate with other early education and care organizations in the region on issues of literacy. Attend periodic networking meetings, share Reach Out and Read materials and help to organize training and professional development opportunities.

## QUALIFICATIONS & MINDSET

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:

- Bachelor's degree or equivalent knowledge and experience
- Experience providing technical assistance and/or implementing professional development programs.
- Experience cultivating volunteers, advocates, potential donors and/or champions.
- Proactive attitude and excellent customer service skills with a desire to solve problems and work with doctors, nurses and medical practices.
- Self-motivated, independent worker who functions effectively in a "virtual" work environment, while being an enthusiastic, collaborative team member.
- Demonstrated ability to take both initiative and direction, maintaining a focus on mission and collective team impact.
- Strong interpersonal communications abilities and small-group platform speaking skills, including networking and/or outreach experience.
- Excellent verbal and written communications skills.
- Ability to prioritize multiple tasks, meet deadlines, and adapt flexibly within a growing organization, and a changing healthcare and political environment.
- Ability to effectively use electronic communications systems as primary work processes, including database systems, internet use, social networking and MS Word, Excel, and PowerPoint.
- Ability and willingness to lift and move boxes of books
- Driver's license and dependable vehicle for frequent in-state travel.

### Additional desirable qualifications (not required):

- Experience with medical practice change efforts and quality improvement processes
- Education and/or experience within the fields of health care, early education, literacy, parenting support or related fields
- Experience working with diverse populations and low-income communities in urban and rural environments
- Experience working to increase equity in opportunity and outcomes
- Applicants who bring ethnic, racial, cultural, linguistic, socio-economic or other diverse perspectives
- Spanish fluency

### Position Specifications

Part time, grant funded, 25 hours per week, non-exempt, position located in Western Massachusetts. **Position is contingent on funding.**

### Compensation and Benefits

Salary will be competitive with similar roles at non-profit organizations of a comparable size, and you will also receive paid time off. Given this position is part-time, it is not benefit eligible.

<p><b>To Apply:</b> Please email a cover letter and resume, with the subject line "Program Coordinator Application" to <a href="mailto:meghan.blomberg@reachoutandread.org">meghan.blomberg@reachoutandread.org</a>.</p>
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## **ABOUT REACH OUT AND READ**

*Our 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 program sites are located in more than 6,400 hospitals and health centers in all 50 states, and Washington, D.C.
- Reach Out and Read serves more than 4.8 million children and their families annually.
- More than 7 million new, developmentally appropriate books are given to children annually.
- More than 34,000 medical providers currently participate in Reach Out and Read.
- Sixteen independent studies demonstrate that Reach Out and Read parents are four 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](http://www.reachoutandread.org).

-----**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@reachoutandread.org](mailto:hr@reachoutandread.org) and we will work to accommodate your needs.*