



The Opportunity

Reporting to the Upstate New York Director, the Regional Program Specialist has a unique opportunity to help shape the future direction of the program, ensuring high-quality programs are delivered to children and families, developing a stronger ROR network, and making inroads to ensure the long-term sustainability in the assigned catchment area. 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 Specialist provides the support needed to adhere to Reach Out and Read best practices. The Regional Program Specialist 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 Specialist serves as a member of the Northeast Regional team. While most teamwork is accomplished virtually, the Regional Program Specialist 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

1. 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 the 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, Upstate NY Director, and other Program Specialists 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 social media posts, and articles, information, and ideas to the monthly Upstate NY newsletter and quarterly Reach Out and Read Northeast Program newsletter.

2. 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.
- Support sites to establish literacy rich environments and help them obtain new and gently used books (including occasionally moving, storing, and delivering books). Support and/or coordinate periodic meetings or conference calls with clinic-based Reach Out and Read Program Coordinators and Medical Consultants to discuss Reach Out and Read best practices.

3. Book Support and Funding

- Provide support for efficient tracking processes to support accurate data collection and reporting.
- Assist sites to identify local sources of funding and/or donations.
- Assist sites with selecting and ordering 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.

4. Other

- Regular travel to sites within the region. Availability to attend quarterly region wide team meetings 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 Upstate New York legislative site visits.
- As funding allows, recruit health centers, clinics, and private practices to apply and 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 and Early Childhood Development. Attend periodic networking meetings and share Reach Out and Read materials. **(The above statements in this job description are intended to depict the general nature and level of work assigned to the employee(s) in this job. The above is not intended to represent an exhaustive list of accountable duties and responsibilities required).**

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:

- 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

Position Specifications

Part-time, 25 hours per week, non-exempt, position located in the Eastern Upstate New York. Travel to clinic sites within region is required.

Compensation and Benefits

Salary will be competitive with similar roles at non-profit organizations of a comparable size. The target hourly rate is \$23 per hour. Paid time-off is also included as a benefit.

To Apply: Please submit a cover letter and resume to northeast@reachoutandread.org with the subject line "Reach Out and Read Northeast Program Specialist".

About Reach Out and Read Northeast

Founded in 1989, Reach Out and Read (ROR) 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

- Nationally, Reach Out and Read program sites are located in more than 6,400 hospitals, health centers, clinics, and private practices in all 50 states, Washington, D. C., and the U.S. Virgin Islands. Annually, Reach Out and Read serves 4.8 million children and families distributing over 7.4 million new, developmentally appropriate books.

- In the Northeast region, Reach Out and Read is implemented in 557 clinical locations and serves almost 350,000 children and families annually, distributing more than 600,000 books.
- 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.

-----**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 and we will work to accommodate your needs.