



COLORADO

Eastern Plains Regional Coordinator

reachoutandreadco.org

Candidate must live in the Eastern Plains region of Colorado supported by this position (counties listed below).

Reach Out and Read Colorado (ROR CO) is a twenty-year old nonprofit organization dedicated to making literacy promotion a standard part of the provision of pediatric primary care. By taking advantage of the existing infrastructure and relationships between healthcare providers, their young patients and the children's parents, ROR CO is taking steps so that, ultimately, all children in Colorado will grow up with books and a love of reading.

Regional Coordinator Job Description:

This position functions as one of several remote members of the Program team located throughout the state. Regional Coordinators serve as the main support contact for Reach Out and Read Colorado sites, monitoring fidelity and providing support to site-based personnel via phone, email, and annual in-person visits. The Eastern Plains region includes the following counties: Larimer, Weld, Morgan, Logan, Sedgwick, Phillips, Yuma, Washington, Kit Carson, Lincoln, Elbert, Cheyenne, Kiowa, and Prowers.

Duties and Responsibilities:

Program Fidelity and Oversight (70%)

- Serve as the primary technical and customer support contact for all assigned clinics within the region
- Support sites with training and site coordinator transitions, ensuring all medical providers are trained and all site coordinators are equipped to manage ROR CO within the clinic
- Assist sites in ordering new, developmentally appropriate books and maintaining an appropriate collection of gently used books
- Assist sites in completion of bi-yearly progress reports
- Conduct annual site visits
- Maintain timely and accurate data within the myROR database
- Identify potential ROR CO sites as defined by the Program team
- Facilitate the site qualification process for potential new sites
- Gather, analyze, and report data from myROR to ROR CO Program team and ROR National as needed

Collaboration and Deliverables (15%)

- Attend and engage in program team meetings and all staff meetings as scheduled

- Collaborate with ROR CO staff regarding special projects, programmatic documents, cross department requests, and other ROR CO tasks as requested by your supervisor

Community Engagement and Public Outreach (15%)

- Recruit community members and organizations for gently used book drives, as well as managing the distribution of the books to the clinics
- Build partnerships with literacy, health care, and community organizations to deepen community connections with ROR CO
- Identify prospects and connect ROR CO with community members and organizations that are potential social impact partners

Other duties as assigned

- Contribute to the planning of ROR CO statewide conference and attend the conference (currently held every other year)
- Other responsibilities and duties as assigned

Personal and Professional Qualifications:

Required:

- B.S./B.A. degree or higher.
- Three or more years' experience in program administration or equivalent experience.
- Must live in and/or have knowledge of the Eastern Plains community
- Proficient in Microsoft Word, Excel, Outlook, PowerPoint and Google Drive.
- A passionate commitment to the goals of Reach Out and Read Colorado as well as the ability/willingness to adapt as programs evolve.
- Excellent written and oral communication skills.
- Attention to detail and problem solving, with a demonstrated capacity to meet deadlines and a commitment to customer service.
- Demonstrated organization and time management skills.
- Demonstrated capacity to work as part of a team, as well as independently.
- Intellectual agility and the ability to analyze, think critically, and understand emerging issues that are directly relevant to ROR CO programmatic model.
- Unquestionable ethics and personal integrity.

Preferred:

- Experience working with low-income families, early literacy programs and/or in a medical setting preferred. Public health experience is a plus.
- Experience with community building and customer service is desirable.
- Database management is preferred.
- Proficiency in Spanish is a plus

Some evening and weekend work may be required. Car and proof of insurance required. Must be able to safely lift 40 pounds.

Classification, Benefits, and Compensation:

- This is a part-time, non-exempt position, 10 hours/week
- This position is paid at an hourly rate
 - Hourly rate range: \$20 - \$25
 - Drive time: Current minimum wage of \$12.32/hour

To apply, please send a cover letter and resume to Annie Immele, Senior Program Manager, at annie@reachoutandreadco.org.

Timely and regular attendance is an expectation of performance for all Reach Out and Read Colorado employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule.