



COLORADO

☎ 303.623.3800
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📍 3705 Martin Luther King Blvd
Denver, CO 80205

Part-Time Southern Colorado Regional Coordinator (8-10 hours per week)

reachoutandreadco.org

This is a remote position, with some travel throughout Southern Colorado required. Candidate must live in the San Luis Valley of Colorado.

Reach Out and Read Colorado (RORCO) is a nonprofit organization dedicated to making literacy promotion a standard part of the provision of pediatric primary care. Our mission is to improve school readiness and social-emotional skills through trusted literacy guidance and reading together.

Regional Coordinator Job Description:

This remote position works virtually with the Program team in the Denver office. 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 Southern region includes the following counties: Alamosa, Archuleta, Baca, Bent, Chaffee, Conejos, Costilla, Crowley, Custer, El Paso, Fremont, Huerfano, La Plata, Las Animas, Mineral, Montezuma, Otero, Pueblo, Rio Grande, Saguache.

Duties and Responsibilities:

Program Fidelity and Oversight (85%)

- Serve as the primary technical and customer support contact for all assigned clinics within the region
- Conduct annual in-person site visits to approximately 40-50 sites across the Southern Colorado region (counties listed above)
- Provide onboarding and ongoing support for site coordinator transitions, ensuring all medical providers are trained and site coordinators are prepared to manage RORCO implementation
- Support clinics in ordering new, developmentally appropriate books and maintaining a high-quality collection of gently used books
- Assist clinics with the completion of biannual progress reports
- Maintain accurate, timely data entry and reporting within the myROR database
- Identify and cultivate potential new RORCO clinic sites in collaboration with the Program team

Collaboration and Deliverables (10%)

- Attend and engage in three team meetings each month as scheduled (generally on Tuesday mornings)
- Collaborate with RORCO staff regarding special projects, programmatic documents, cross department requests, and other RORCO tasks as requested by your supervisor
- Other responsibilities and duties as assigned

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Community Outreach (5%)

- Connect with community members to facilitate relationships between potential funders and Denver staff to support regional sustainability and growth
- Support existing relationships with local funders, partners, and community stakeholders, serving as an ambassador for RORCO within the region

Professional and Personal Qualifications:**Required:**

- Serve as the primary technical and customer support contact for all assigned clinics within the region
- Three or more years' experience in program coordination or customer service preferred
- Must live in and have knowledge of the Southern Colorado community
- Proficient in Microsoft Word, Excel, Outlook, 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

Preferred:

- Experience working with families, early literacy programs and/or in a medical setting preferred.
- Database management is preferred.
- Proficiency in Spanish is a plus

Car and proof of insurance required. Travel to annual in-person site visits across the Southern Colorado region is required. Must be able to safely lift 35 pounds.

Classification, Benefits, and Compensation:

- This is a part-time, remote, non-exempt position, 8-10 hours/week
- This position is paid at an hourly rate of \$21 - 23/hour
- Mileage reimbursed at the federal rate of \$0.725/mile
- Benefits include flexible schedule, paid week off in late December, technology stipend, and bi-annual bonus contingent on organizational health
- 3% Simple IRA match
- There are no health or dental insurance benefits with this role

Please send a resume and cover letter to annie@reachoutandreadco.org to apply. Applications without a cover letter will not be considered.

Applications will be accepted until March 1 or until the position is filled.

Reach Out and Read Colorado is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor. Reach Out and Read Colorado provides reasonable accommodations to applicants with disabilities.

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