



COLORADO

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Denver, CO 80222

Part-Time Front Range Regional Coordinator | Denver, CO

reachoutandreadco.org

Candidate must live in the Denver Metro Area of Colorado and be able to travel to areas supported by this position (counties listed below).

Reach Out and Read Colorado (RORCO) is a Denver-based nonprofit organization dedicated to improving school readiness and social-emotional skills through trusted literacy guidance and reading together. By taking advantage of the existing infrastructure and relationships between healthcare providers, their young patients, and the children's parents, RORCO 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 part of 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 Front Range region includes the following counties: Adams, Arapahoe, Broomfield, Boulder, Denver, Douglas, El Paso, Gilpin, Jefferson, Larimer, Teller, and Weld.

Duties and Responsibilities:

Program Fidelity and Oversight (75%)

- 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 RORCO 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 across the Front Range region
- Maintain timely and accurate data within the myROR database
- Identify potential RORCO sites as defined by the Program team
- Facilitate the site qualification process for potential new sites
- Gather, analyze, and report data from myROR to RORCO Program team and ROR National as needed
- Manage the distribution of gently used books to clinics by tracking requests, delivering boxes to clinics within driving distance, and mailing boxes to clinics outside of the Front Range
- Oversee RORCO's inventory of world language books by tracking requests from clinics, organizing annual book distribution data, and placing orders as inventory runs low

Collaboration and Deliverables (15%)

- Attend and engage in program team meetings and all staff meetings as scheduled
- Collaborate with RORCO staff regarding special projects, programmatic documents, cross department requests, and other RORCO tasks as requested by your supervisor
- Attend and assist with RORCO events throughout the year

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Community Engagement and Public Outreach (10%)

- Build partnerships with literacy, healthcare, and community organizations to deepen community connections with RORCO
- Identify prospects and connect RORCO with community members and organizations that are potential social impact partners

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 the Denver Metro Area
 - 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 RORCO 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

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

The Front Range Regional Coordinator is expected to be in the RORCO office at least 50% of the time over a minimum of two days per week on a schedule determined in partnership with the Senior Program Manager.

Classification, Benefits, and Compensation:

- This is a part-time, non-exempt position, 14-18 hours per week
- This position is paid at an hourly rate
 - Hourly rate range: \$26-\$28
- Benefits include flexible schedule, paid week off in late December, and bi-annual bonus contingent on organizational health
- 3% Simple IRA match
- There are no health or dental insurance benefits with this role
- Mileage reimbursed at the federal rate

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