



Position: Program Coordinator

Reports to: National Director of Programs

Hours: Full time

THE ORGANIZATION

Book Trust is a national early literacy 501(c)3 organization that helps elementary school children with little or no access to books fall in love with reading and become lifelong learners. With Book Trust, students learn the power of choice and pride of ownership, motivating them to succeed. Book Trust believes that when children have access to books we create a world in which literacy removes barriers and provides children the tools to navigate life successfully, bridging the opportunity gap. In the 2018-2019 school year, Book Trust is poised to provide 1 million+ books to 57,000 underserved students. We collaborate with Scholastic Publishing, School Districts, and Teachers to deliver our program in 21 states across the country.

POSITION SUMMARY

The Program Coordinator position will primarily work with the Program team to support projects, teacher support and resources, along with data/assessments for program implementation and success. Your days will be varied and fast-paced, working in a team environment.

RESPONSIBILITIES

- Support and contribute to the work of Book Trust's Program team
- Bring your knowledge and expertise in customer service to supporting Book Trust Managers and Teachers.
- Assist in Book Trust's annual onboarding process (LMS) which includes building school/class profiles and confirm the accuracy of contact information for all schools
- Support in-house help-desk to resolve any Teacher reported issues
- Work with a variety of partners, both internal and external, to work on projects and resolve issues
- Treat Book Trust stakeholders with a high level of respect
- Generate and analyze reports
- Other duties as assigned

REQUIREMENTS AND QUALIFICATIONS

- Excellent organizational skills and detail-oriented focus
- An effective and open communicator, with high-level oral and writing skills.
- Proactive problem-solver who enjoys working with colleagues and teachers to resolve issues
- A sense of humor and ability to work collaboratively in a team environment.
- Proficiency in MS Office, particularly Excel.
- Demonstrated experience in developing and sustaining collaborative working relationships.

- Demonstrated ability to organize work load, maintain several projects of equal priority at once, and sustain productivity and accuracy under pressure.
- Understanding of working with and maintaining confidential information.
- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback, contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to success.
- Professional and mature demeanor with strong ethical standards and ability to adapt to change.

WHAT WE OFFER

- A competitive benefits package.
- A collaborative work environment in a growing organization and the opportunity to make an impact in the education and nonprofit sectors.

TO APPLY

Interested candidates should send a cover letter and resume to the organization's President and CEO, Tiffany R. Kuehner: jobs@booktrust.org by Friday, April 12. Please refer to the Program Coordinator role in the Subject Line.

Book Trust is an equal opportunity employer.