



## PROGRAM COORDINATOR FOR ADULT LITERACY ORGANIZATION

READ RVA provides literacy education at no cost to adults (18 years and older) in the Greater Richmond region through classroom instruction, one-to-one tutoring, and workshops. Instruction includes reading, writing, math, and digital literacy skills for individuals who are reading below an 8<sup>th</sup> grade equivalent level. In Greater Richmond alone, there are over 100,000 adults who lack these basic literacy skills. Literacy skills are critical to accessing safety net resources, navigating employment changes, improving financial self-sufficiency, and building strong families.

Many adults in our community currently lack the ability to read a bus schedule, fill out a job application, or navigate healthcare systems and medical directions. READ RVA offers tailored instruction and support to these adults, helping them achieve their personal educational and life goals. READ's ethos revolves around individual respect and honoring the courage & resilience it takes for an adult to improve literacy skills, regardless of their reading level.

The Program Coordinator should maintain timely and respectful communication with all stakeholders. Applicants should possess a passion for detail, exhibit patience, flexibility, compassion, curiosity and should love to have fun!

### **Responsibilities:**

#### **Student Support**

- Complete new student intake calls and forms
- Conduct student assessments for new and existing students

#### **Volunteer Coordination**

- Assist with coordination of recruitment, intake, and training of volunteer pool
- Maintain JotForms, Sign Up Genius links, MailChimp databases

#### **Program Administration**

- Coordinate and support off-site specialty programs
- Be present in the office to ensure coverage for day-to-day operations and classroom management
- Perform digital file maintenance and data entry
- Assist with organizing and day-of activities for special events and fundraising
- Staff off-site community events
- Collaborate with the team and serve as a backup for all manager functions
- Willingness to take on additional responsibilities as assigned

### **Minimum Qualifications**

- Must have own reliable transportation to travel throughout Greater Richmond to off-site locations as needed; mileage reimbursement provided
- Ideal candidate is personable, engaging, and comfortable speaking with people from all backgrounds
- Experience in a program coordinator role or similar is preferred
- Willingness to ask questions; creatively solve problems
- Ability to handle multiple duties concurrently, work independently and within deadlines
- Exceptional organizational skills and ability to prioritize tasks



## PROGRAM COORDINATOR FOR ADULT LITERACY ORGANIZATION

- Exhibit a high proficiency with Microsoft Office products, Google suites, online database systems
- Demonstrated strong attention to detail and accuracy
- Ability to thrive in a fast-paced environment
- Possess a close alignment with the READ RVA's mission and values
- Periodic evenings and weekends required and may represent 25% of weekly hours
- Lifelong learner
- Light lifting up to 10lb, work requires sitting for sustained periods of time

Location: Main office in Richmond (M-F; 9a-5p); off-site in Richmond, Henrico, Chesterfield

Salary: \$45,000 - \$50,000 - non-exempt status; salary based on experience

Reports to: Program Manager

Benefits: Healthcare (health, dental, vision), generous PTO, simple IRA with 3% match

How to apply: Please send a resume and cover letter to [frontdesk@readrva.org](mailto:frontdesk@readrva.org) by Friday, August 22nd. No phone calls please.

Website: <http://readrva.org>

Classifications: Program Coordinator

*READ RVA is committed to diversity and inclusion in the workplace and provides consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or protected veteran status.*