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**POSITION:** Program Coordinator

**REPORTS TO:** Executive Director

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**POSITION SUMMARY:** The program coordinator is responsible for supporting our ReadingPals program. The Program Coordinator will support the development, implementation, and sustainability of this initiative. This position is responsible participating in strategic planning, program implementation, data analysis, grants, and resource development efforts related to the ReadingPals program.

**ESSENTIAL FUNCTIONS:**

- Manage the volunteer application process including registration for orientation/training, background screening, communication, follow up, and site placement. Responsible for tracking volunteer needs, schedules, and sign ups. Maintain consumables for program operations
- Responsible for scheduling volunteer trainings. This includes all logistics and planning; such as securing site locations, obtaining required materials and forms; facilitating trainings, and/or securing and scheduling trainers, registering volunteers, and coordinating food. Order and distribute all training materials to volunteers.
- In collaboration with marketing department, assist in designing materials for our ReadingPals initiative including volunteer recruitment materials and program marketing. Ensure marketing materials are distributed throughout the community. Attend community events to capitalize on marketing and recruitment opportunities.
- Data management, resource organization, reporting, preparing correspondence, and managing documentation of program. Attend all meetings as required in a punctual, professional, and contributory manner, and complete reports in a timely and comprehensive manner as required.
- Serve as liaison between partner sites and program, recruiting participants, delivering materials, and effectively managing program resources.
- Perform other duties as assigned by supervisor.



305-981-6234



info@upliftliteracy.org

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms. Staff will on occasion lift items up to 25 lbs. while completing functions. Occasional travel to school sites and volunteer orientations.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a part-time position with a combination of remote and on-site work.

**MINIMUM QUALIFICATIONS:**

- Understanding of and commitment to the mission, vision, and goals of Uplift Literacy.
- Bachelor's degree and at least three years of experience in related education field preferred.
- Strong proficiency in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.
- Well-organized and detail oriented and able to work well with people across various socio-economic backgrounds.
- Must be able to take initiative, create and execute strategies, demonstrate leadership, work independently and produce consistently high-quality work.
- Ability to speak and write clearly and concisely for a broad audience.
- Ability to listen effectively and solicit information from others.
- Ability to manage and prioritize projects.
- Flexible, trustworthy, and creative; maintain supportive and cheerful attitude.
- Maintain a professional manner in order to work with volunteers, staff and community.
- Ability to work cooperatively and flexibly as part of a team. Drivers' license and reliable vehicle, or equivalent ability to travel occasionally throughout Miami-Dade County.

*At Uplift Literacy we respect and honor the diversity in our workforce,  
and we are an Equal Opportunity Employer.*