

**Reading Power, Inc.**  
**Program Specialist**  
**Job Description**

Need: As Reading Power continues to expand, the Director of Programs will need additional support in managing specific aspects of the program, in order to maintain the high quality and integrity of our program as we expand over the next one - three years.

Responsibilities:

- Act as a literacy coach to staff
- Develop and support program enhancements
- Create and provide resources and materials to support each program
- Assist in revising assessments and analyzing data
- Available for onsite (tutoring, supporting new tutors, help with organization, etc.)
- Model best teaching practices to staff and tutors as needed
- Lead staff curriculum committee for professional development
- Support event manager and volunteer coordinator
- Promote awareness of Reading Power through community events, speaking to civic organizations, etc. for purposes of tutor recruitment and public relations
- Perform other related duties, as assigned, for the purpose of ensuring the quality and efficient functioning of Reading Power

Qualifications:

- Degree in education, Master's degree preferred
- Strong organizational, managerial, and communication skills
- Must be able to work both independently and collaboratively
- Comfortable speaking in front of large groups
- Adaptability and flexibility are necessary
- Strong interpersonal skills
- Experience within Reading Power is a plus
- Current Teaching License is preferred

This position would be a twelve-month salaried position.

*Non-Discrimination Statement*

*Reading Power Inc. is an equal opportunity employer. We strive to recruit and employ the most qualified personnel and provide equal opportunities without regard to race, color, religion, age, sex.*