



**Reading Power, Inc.  
Event Coordinator  
Job Description**

***Reading Power provides high-dosage, individualized, one-to-one tutoring in person during the school day for children in preschool through second grade. We do this by partnering with schools needing supplemental literacy support, where needs exceed resources. Our mission is to accelerate children's literacy learning and to develop in them a love of reading and writing. Since Reading Power was founded in 2003, over 5,000 students have received one-to-one literacy tutoring in Lake and Cook Counties in Illinois.***

Reading Power has 32 employees and about 375 volunteers. The annual budget is \$1,500,000.00. As Reading Power celebrates its 20th anniversary, it is on a growth trajectory to increase the number of schools and students served with calculated growth that is responsible, feasible, and sustainable. Our mission is to accelerate children's literacy learning and develop their love for reading and writing. We envision a world where all children have a strong literacy foundation to support lifelong learning.

Reading Power has a need for an event coordinator to manage a multitude of events throughout the year. The Event Coordinator is responsible for planning and organizing Reading Power's existing and new organizational and fundraising events.

The ideal candidate will bring solid experience in event coordination and will possess strong outreach and management skills to ensure successful events. The Event Coordinator will establish a calendar of events and programs.

**RESPONSIBILITIES:**

- Plan events for a wide variety of groups - school staff, tutors, Reading Power staff, Reading Power board members, community outreach events
- Plan fundraising events
- Establish and maintain relationships with vendors and venues
- Create and work within the budgets established by the organization
- Be a contributing member of the Reading Power team

**QUALIFICATIONS:**

**The Candidate:**

- Bachelor's degree required
- Goal-driven, results-oriented, and committed to the organization's mission
- Strong organizational, managerial, and communication skills, with significant attention to detail
- Excellent verbal and written communication skills
- Strong technology skills: Google Suite, Microsoft Office, CRMs
- Ability to lift and carry up to 50 lbs
- Ability to stand and walk for prolonged periods of time
- Ability to occasionally bend, stoop, reach, and kneel

**PARTICULARS:**

This is a half-time, non-exempt position. There is potential for additional growth with successful implementation of the strategy. Hours worked are on a flexible schedule, in person and remote. Attendance at leadership team meetings is required. Hourly rate is \$25/hour. The office is located at 900 North Shore Drive, Suite 178 Lake Bluff, IL. You will have access to office space as needed. This position will report to the Chief Executive Officer.

*Equal Opportunity Employer: Reading Power is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the law. Reading Power is committed to equity work as an ongoing journey.*