



Reading Power, Inc.
Community Engagement Coordinator
Job Description

Reading Power provides individualized, high-dosage, one-to-one literacy 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.

Reading Power is seeking a passionate and dedicated Community Engagement Coordinator to enhance our visibility, promote our mission, and grow our volunteer tutor base.

Role Overview:

The Community Engagement Coordinator will assist with tutor recruitment, onboarding, and engagement both in-person and via our tutor engagement software. This role requires creativity, strategic thinking, and a passion for our mission. The ideal candidate will bring fresh ideas and perspectives to enhance brand visibility and engagement.

RESPONSIBILITIES:

- Assist the Community Engagement and Volunteer Manager in all tutor recruitment, onboarding, and retention efforts.
- Recruit volunteers at community events, farmers markets, and volunteer fairs (including occasional weekends and evenings).
- Post fliers in high-traffic venues to attract volunteers.
- Maintain and update volunteer opportunities on online networks such as [GreatNonprofits.org](https://www.GreatNonprofits.org) and [VolunteerMatch](https://www.VolunteerMatch.org).
- Conduct background checks for new tutors, handle waivers and policies, facilitate digital learning, and assist with site and shift assignments.
- Develop and implement volunteer appreciation strategies, including service hour emails, birthday and anniversary messages, and social media posts.
- Administer exit surveys to gather feedback from departing tutors.

- Establish and nurture relationships with faith-based and community organizations to raise awareness of our mission.
- Demonstrate a commitment to Reading Power’s mission through work and actions.

QUALIFICATIONS:

- Bachelor’s Degree; experience in a non-profit organization is a plus.
- Proficiency in Google Platforms, Canva, and Asana, with the ability to quickly learn other applications for data management.
- Outgoing, self-starter with the ability to multi-task effectively.
- Excellent verbal and written communication skills.
- Strong collaborative skills to work effectively with other organization staff.
- Physical capability to lift and carry up to 50 lbs.
- Ability to stand and walk for prolonged periods.
- Occasionally required to bend, stoop, reach, and kneel.

DETAILS:

- Part-time position with a combination of in-person and remote work.
- Hourly rate: \$23/hour, approximately 20 hours per week.
- Office location: 900 North Shore Drive, Suite 178, Lake Bluff, IL.
- Access to office space as needed.
- Reports to the Community Engagement and Volunteer Manager.

Equal Opportunity Employer:

Reading Power is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment 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 dedicated to equity work as an ongoing journey.

Join us in making a difference in the lives of Reading Power students. Apply today to become part of our dynamic and mission-driven team!