

PROGRAM COORDINATOR

Do you enjoy being part of a passionate team? Are you looking to make a positive impact on our community's literacy rates? Have you been looking for a part-time, flexible position in the nonprofit field?

Position Summary

PC READS is expanding our team and seeking a part-time Program Coordinator. The Program Coordinator will work closely with the Executive Director and be responsible for literacy programming initiatives and outreach efforts. This is a part-time position requiring prior experience in event planning and marketing.

Key Responsibilities include:

- Planning annual community events, including speakers, films, an annual literacy night and our summer reading program
- Scheduling early literacy skills presentations and dyslexia awareness presentations with schools and community groups
- Maintaining social media outreach and accounts, requiring writing engaging copy for social media ads and posts.
- Developing and managing event and program budgets, ensuring efficient use of resources
- Maintaining accurate program records, data and documentation for reporting purposes and program evaluation
- Managing the organization's contact database

Preferred Experience and Skills:

- Excellent communication and interpersonal skills, with ability to build relationships and communicate effectively with diverse audiences
- Demonstrated ability to take initiative and work independently
- Organized and detail-oriented, with the ability to manage multiple projects and priorities simultaneously
- Experience in Google Suite, Microsoft Office, Little Green Light, Mailchimp, Wordpress and Canva or a demonstrated aptitude to learn
- Experience in social media marketing, including working knowledge of Instagram and Facebook
- Proven connection to the mission of PC READS and knowledge of the Park City community and non-profit organizations

Job Type: Part-time; 15-20 hours/week; occasional evenings and weekends

Pay: \$25/hour

How to apply: Please submit both a resume and cover letter by email indicating your interest, skills and experience to: Elissa Aten, Executive Director, at elissa.pcreads@gmail.com. Resumes sent alone will not be considered. Applications will be accepted through July 26th.

About PC READS

PC READS is a local literacy nonprofit advocating for early identification of neurodiverse students for whom reading is challenging, promoting the use of reading instruction and interventions based on the science of reading. Our three program areas are: (1) Advocate Program for families, (2) MIND Youth Program for students, and (3) Elevating Literacy Program for educators and community members. Please visit www.pcreads.org for more information.