



Job Announcement

Job Title	Program Coordinator
Reports To	Executive Director
FLSA Status	Non-Exempt
Pay Scale	\$18/hour, 20–25 hours/week
Performance Reviews	90-day and annually on start date anniversary

Duties and responsibilities:

Project Read is a non-profit adult literacy program that offers individualized reading instruction to adult students by trained volunteer tutors. The Project Read Program Coordinator is responsible for representing the Project Read program and assisting the Project Read Executive Director execute his or her functions. The Project Read Program Coordinator helps carry out the objectives of Project Read through the following activities:

- Implementing policies and procedures set by the director and the Board of Trustees;
- Overseeing public relations effort, which includes an ongoing public awareness campaign for both Project Read and the local literacy effort;
- Developing and maintaining community partnerships, which includes actively networking with surrounding communities to provide literacy training, coordinating and developing outreach sites, and working closely with other service agencies in Salt Lake County as well as other adult literacy programs;
- General office management, which includes interviewing and assessing students and recommending appropriate reading materials, introducing students and tutors, assisting tutors when needed, checking out and returning materials, and accepting/recording fees, writing letters, keeping records, answering telephones, monitoring office supplies and training materials, and overseeing day-to-day office tasks;
- Assisting in managing and updating the Project Read database;
- Assisting with reporting, including helping to compile and analyze statistical information;
- Performing other duties as requested.



Provo Library ~ 550 N. University Avenue # 215, Provo, Utah 84601
 PHONE 801.448.READ(7323) ~ FAX 801.852.7663
 Email: info@project-read.com ~ www.project-read.com





Qualifications:

- Bachelor's Degree or related work experience
- Public relations skills (marketing background helpful)
- Excellent communication and organizational skills
- Proficient computer skills, including word processing, database management, and basic web site management
- Fundraising background or experience helpful
- Teaching or tutoring experience preferred
- Ability to do a variety of tasks
- Ability to be flexible and take initiative

Additional information:

- Non-Exempt Position: The work week of all of the employees in Project Read who fall under the Fair Labor Standards Act must not exceed forty hours per week.
- Reports to: Executive Director
- Note: The statements herein are intended to describe the general nature and level of work performed by employees, but it is not a complete list of responsibilities, duties, and skills required of personnel so classified. No contract, either express or implied, respecting the procedures, terms, conditions, or duration of employment is created by this Job Description.
- Employment at Project Read is on an at-will basis, which means your employment may be terminated by you or by Project Read at any time, for any reason, or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Trustees. Project Read reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.
- Project Read is an equal opportunity employer. All qualified applicants are considered for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

Application information:

- Please submit a resume and cover letter to Shauna K. Brown, Project Read Executive Director, at shauna@projectreadutah.org.



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