



## Book Babies Program Coordinator

**Level:** Full-time

**Salary:** \$30,000 - \$33,000

**Benefits:** 3% contribution to a 403b retirement fund, generous PTO and sick time, dedicated PD funds and time

**Contact:** Email [bbcoordinator@bookharvestnc.org](mailto:bbcoordinator@bookharvestnc.org); no phone calls

**Requirements:** resume, cover letter, contact information of two references, fluency in Spanish and English; applications will only be reviewed if they include all elements. The priority deadline for receipt of applications is **March 10, 2021**.

Founded in 2011 and based in Durham, North Carolina, Book Harvest ([www.bookharvest.org](http://www.bookharvest.org)) is a nonprofit organization that provides an abundance of books and ongoing literacy support to families and their children from birth and serves as a model for communities committed to ensuring that children are lifelong readers and learners. Our vision is of a world in which reading, learning, and access to information are considered rights, not privileges, so that all children thrive.

To date, we have provided more than 1,450,000 books and literacy supports to children and families in central North Carolina through programs that are innovative and informed by evidence.

Book Babies is a program of Book Harvest that provides books and literacy-rich home visits to children and their families from birth. A family enrolls in the program for five years, from the time their child is born. Every year, trained coaches provide 20 new, age-appropriate books to enrolled families. Book Babies Coaches also engage in literacy coaching during their visits. By the time a child graduates from Book Babies and starts kindergarten, s/he/they will own 100+ age-appropriate books and will, we believe, enter school more ready to learn.

### **Job Description**

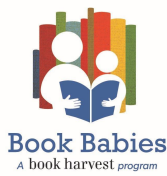
The Book Babies Program Coordinator is a full time position, responsible for engaging in all aspects of the Book Babies program; s/he/they will work closely to support all members of the Book Babies team, especially the Lead Coach, and will report to the Book Babies Lead Coach.

### **Responsibilities**

Responsibilities include, but are not limited to, the following.

#### **Community Work and Outreach (40%)**

- Communicate with all Book Babies families as appropriate and needed (i.e. outreach for meetings and events, check ins, invitations, etc).
- Coordinate the content and manage the texting program that Book Babies families receive through Remind and Ready4K. Each cohort of families receives weekly messages.



- Coordinate and facilitate community events (i.e. Lincoln Community Health Center Storytime, participation in the Incredible Years workshops at Welcome Baby, and others as deemed appropriate).
- Manage referrals to the Book Babies program: outreach to partners, sharing materials, receiving referrals, and assigning referrals to the Book Babies Coaches.
- Oversee partnerships with local programs (i.e. DPfC's DPIL, Museum of Life and Science Ignite Learning Program, and others as deemed appropriate).
- Coordinate the content and distribution of the quarterly Book Babies Newsletter.

#### **Program Support (50%)**

- Manage volunteers for support of various program efforts and logistics.
- Organize, maintain, and order Book Babies books and supplies (bags, folders, stickers, magnets, bookshelves, flyers, documents), and track receipts of all purchases.
- Coordinate the logistics, invitations, and execution of successful Book Babies events and meetings, including: an annual holiday celebration, an annual graduation, regular meetings, weekly Book Babies storytime, and events with Book Babies families.
- Serve as the liaison for donations to the Book Babies program (New Mom kits, Literacy kits, bookshelves, blankets, computers).
- Provide translation and interpreting services in Spanish as needed.

#### **Meetings and special projects (10%)**

- Attend weekly staff meetings, Book Babies Team Meetings, and reflective supervision with Book Babies Lead Coach.
- Meet with new and potential referral partners and share information about the program.
- Meet with the Associate Director for Early Literacy as needed and continue to support external evaluation projects, and other projects as necessary.

#### **Qualifications**

- Utter dependability, flexibility, and strong interpersonal skills.
- Native Spanish speaking skills required, both oral and written; ability to provide translation services.
- Strong planning and organizational skills; ability to work with minimal supervision at times.
- Ability to complete assignments independently, efficiently, and on time.
- Enthusiasm for teamwork and collaboration;
- Prioritization and excellent time management skills.
- Excellent attention to detail and prompt follow-through.
- An ability to cultivate relationships and develop trust with a wide variety of stakeholders.
- A belief in the capacity of families to make decisions that are best for them.
- Cultural competence and sensitivity.
- A willingness to work evenings and weekends when needed.



We offer a competitive salary and benefits package and an engaging, purposeful workplace culture. Book Harvest is committed to creating an inclusive work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Book Harvest is committed to protecting children through its child safeguarding policies. All staff are subjected to criminal background checks and are held to high standards of child protection.

If you are interested in applying for the position of Book Babies Program Coordinator, please submit a **resume, cover letter, and contact information of two references** to [bbcoordinator@bookharvestnc.org](mailto:bbcoordinator@bookharvestnc.org). *No phone calls, please.*

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2/2021