



**Building
Communities.
Empowering
Readers.**

Job Title: Program Coordinator

Classification: Full-time

Department: Program

Reports to: Program Director

Pay: \$40,000 - \$42,000

Send resume and cover letter to: Kristen Strobbe, Chief Program Officer, kristens@witschicago.org

Purpose of Role: This employee is responsible for activating and delivering direct service of volunteer programs; overseeing daily programmatic logistics and database management.

Who We Are:

WITS (Working in the Schools) is the largest literacy nonprofit providing mentorship to students and professional development to teachers in Chicago public elementary schools. WITS' approach to promoting literacy prioritizes the goals of individual students, teachers, and schools so that their success is meaningful and lasting. We believe that all students - regardless of race, ethnicity, national origin, gender identity, sexual orientation, socioeconomic status, citizenship, or ability - deserve the space to be themselves.

WITS staff must adhere to our core values: Mission Focused, Accountability, Teamwork, Communication, Leadership:

- Team members acknowledge that WITS is the sum of our parts and work holistically across program and development departments to ensure the success of the organization.
- Team members set clear expectations, adhere to deadlines, deliver high-quality work, and provide and accept honest feedback; they take ownership of their own performance.
- Team members support their colleagues on projects by understanding their role and being organized, prepared and proactive.
- Team members communicate with timeliness, clarity, and appropriate frequency.
- Team members assert and champion their own expertise.

Organization-wide requirements

WITS is a small organization doing big work and that requires team members to take on projects outside department or role-specific expectations. Examples of the type of work you will do include but are not limited to:

- Writing blogs and creating content for WITS marketing and communications.
- Supporting the WITS team in coordination of, as well as attend, after-hours events each year. Signature Events - Required Attendance - Blackboard Affair, Community Celebration, Annual Meeting, Rochelle Lee Teacher Award Showcase, WITS Talks, one Study Hall, December Board Meeting, one Thank-a-thon.
- Regularly updating and maintaining assigned WITS data and metrics.
- Participating in professional development.

Individual Accountabilities

- Facilitate weekly literacy mentorship programs with students and volunteers.
- Manage relationships between school and volunteer partners.
- Develop strong working relationships with program teachers and school coordinators.
- Work with program partners to recruit students and volunteers for program.
- Coordinate and supervise the program logistics for volunteers (groups and individuals).
- Communicate regularly with volunteers, including weekly email reminders.
- Prepare volunteers to participate in program.
- Ensure that volunteers uphold WITS policies.

- Observe student and volunteer interactions and offer coaching to volunteers.
- Curate program supplies and update materials to ensure books, space, and activities stay relevant to each program's needs.
- Assist in promoting WITS teacher programs.
- Support development staff with program-specific grants and fundraising.
- Disseminate organization-wide communication to volunteers and school partners when asked.
- Create collateral and WITS promotional materials for programs.
- Maintain accurate attendance and constituent information in WITS' database (Salesforce).

Indicators of success

- Activation of volunteer sessions.
- Recruitment and retention of students for program.
- Maintenance of healthy program partnerships.
- Integrity of database maintenance.

Key Collaboration Network

Key Shared Accountabilities

- Strategize with Program Director and peers to support students and volunteers during program.
- Work with Program Managers to deliver and evaluate program model - implement activities and curriculum.

Key Collaborators

- Program Director
- Program Coordinators and Program Specialist
- Program Managers

Key Capabilities and Leadership Behaviors

- Understanding of and commitment to the mission, vision, and goals of WITS.
- A desire to adapt and grow.
- A self-starter and finisher who can see a plan through from conception to completion.
- Ability to give direction to and synthesize information from multiple individuals.
- Agile working style and willingness to adapt.
- A strong ability to develop compelling and grammatically accurate written communication across varied mediums.
- Team player and team builder.
- Strong ability to work independently and identify next steps to accomplish goals.

Decision Rights

- Decisions connected to day-to-day program delivery such as:
 - Program logistics (eg: scheduling, program rosters, transportation of students and mentors).
 - Program facilitation.
 - Coaching students and volunteers.
 - Updating materials like books or activities.

Skills and Experience Required

- Experience working with elementary and/or middle school students.
- Comfortable traveling throughout the city on a weekly basis.
- Proficient in Google Suite, Microsoft Office, and willingness to learn new digital tools (e.g., LMS).
- Bilingual/biliterate (Spanish) preferred.

Physical Demands

- Program coordinators spend much of their time in elementary schools, where noise levels can be moderate to loud.
- Must be able to bend, squat, and climb stairs daily.
- Must be able to lift 30 lbs.