



Organization and Background Everybody Wins! Metro Boston

Everybody Wins! is a children's literacy and mentoring nonprofit organization devoted to increasing children's prospects for success in school and in life by providing one-to-one reading experiences with caring adults. Through our Power Lunch program, we reach children while they are young, stimulate their interest in reading and learning, and encourage them to believe that they, too, can be successful.

Power Lunch is a lunchtime reading and mentoring program which pairs elementary school children, one-to-one, with volunteers from nearby businesses. Once a week, reading partners enjoy conversation together at the school, and the adult reads a book aloud. Reading aloud to children has been shown to be the single most important activity for creating successful readers.

PROGRAM MANAGER POSITION DESCRIPTION

Everybody Wins! Metro Boston is seeking a Program Manager with outstanding communication and organizational skills to oversee and ensure successful implementation of the Power Lunch program at 8 school sites throughout greater Boston. The Program Manager will report to the Executive Director. Job responsibilities will include:

- Ensure program success at each school by effectively supervising site coordinators and creating needed program materials
- Work with site coordinators to sustain teachers' and principals' enthusiasm for the program
- Support volunteers with book ideas, read-aloud techniques, and guidelines for effectively working with students
- Ensure accurate database records of volunteers and students
- Conduct orientation sessions for new volunteers
- Collaborate regularly with fellow Program Manager to maintain consistency amongst programs.
- Meet regularly with Executive Director regarding program growth and maintenance

PLEASE NOTE: ACCESS TO A CAR FOR REGULAR SCHOOL VISITS IS REQUIRED, NO EXCEPTIONS

QUALIFICATIONS:

Everybody Wins! Metro Boston is seeking a high-energy Program Manager who is mission-driven and self-directed, skilled at volunteer management and customer service, and excited about working in a fast-paced environment.

Other requirements include:

- An interest in children's literacy and a passion for working to help children succeed.
- Minimum of a B.A.
- At least 1-2 years of experience in a results-oriented, relationship-focused for-profit or nonprofit organization.
- Experience managing volunteers and staff
- Ability to plan, prioritize, and coordinate multiple projects simultaneously.
- Excellent interpersonal and written communication skills

Compensation for this position is commensurate with experience and competitive for a small organization.

TO APPLY: Please send a cover letter, resume, and references:

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