



Employee Position Description

Position Title: Reach Out and Read Regional Coordinator

FLSA Status: Non exempt – Part-time - 20 hours weekly

Reports to: Director of Programs and Health Initiatives

Site: Flagstaff, AZ

POSITION SUMMARY

As a staff member of the AZ Chapter of the American Academy of Pediatrics, this position provides daily support for the implementation and growth of the Reach Out and Read program within the community and pediatric practices. This position will cover sites in Coconino and Apache Counties.

*PRIMARY RESPONSIBILITIES/DUTIES

- Provides program operation technical assistance to Reach Out and Read program sites.
- Conducts outreach efforts to recruit additional Reach Out and Read program sites with regional literacy partners, pediatric providers, business leaders and organizations.
- Provides technical assistance to new and potential Reach Out and Read program sites.
- Provides on-going quality monitoring through site visits and reports, both on-line and in writing.
- Researches and coordinates book donation opportunities with local organizations.
- Assists Reach Out and Read program sites with maintaining an adequate book inventory.
- Develops and maintains relationships and collaborative efforts with community organizations.
- Conducts parent outreach activities through community fairs, exhibitions in community settings or through partner organizations.

*This is not an exhaustive or comprehensive listing of job functions. May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Self-motivated with ability to multi-task effectively and work independently.
- Must be able to communicate effectively, both verbally and in writing, using the English language.
- Demonstrated proficiency with MS Office products, including Word, Excel, Outlook and Power Point.
- Professional in appearance and demeanor at all times.
- Outstanding organizational skills, time management skills, and ability to meet deadlines
- Demonstrated variety of ethnic and cultural knowledge of working with Native and other diverse socio-economic populations through prior experiences.
- Presentation skills to small groups.

EDUCATION and/or EXPERIENCE

- Any combination equivalent to: two (2) years of college-level work or business training in public or business administration, office management, administrative/secretarial, training or other related field, preferably in community-level program work.
- Early childhood development and or education knowledge preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear.
- Must be able to lift and carry up to 40 pounds.
- Must have a valid driver's license and have access to a vehicle to travel within region and throughout the state.
- Occasional after-hours work required.