



EMPLOYMENT OPPORTUNITY: PROJECT COORDINATOR

12/5/2018

POSITION SUMMARY

Read Charlotte is a community initiative that unites families, educators and community partners to improve children's literacy from birth to third grade. Housed under the Foundation For The Carolinas, Read Charlotte coordinates and aligns people, resources and data to support proven practices and programs to reach our goal of doubling the percentage of third grade students reading at grade level in Charlotte-Mecklenburg Schools (CMS) from 39% in 2015 to 80% by 2025.

Read Charlotte is hiring a **Project Coordinator** to provide day-to-day support and facilitation of Read Charlotte's work to build and maintain strong cross-sector partnerships. This is a new position. A member of a dynamic 11-person team, the Project Coordinator will collaborate with team members who lead research, data, communications and community engagement functions. This position will be part of a sub-team within Read Charlotte that includes the Deputy Director and another Project Coordinator that work together to build, strengthen and maintain school-community partnerships as part of our Transformation Network. This position will help to coordinate information, activities and data across multiple stakeholders to support strategic priorities to move more children along the Reading Success Pathway.

Reporting to the Deputy Director, the Project Coordinator will be part of a small team responsible for driving Read Charlotte's work forward. This is a full-time, non-exempt position.

PRIMARY RESPONSIBILITIES:

The Project Coordinator provides day-to-day support and facilitation of Read Charlotte's work to build and maintain strong cross-sector partnerships in the Transformation Network and to coordinate efforts to promote Read Charlotte supported programs and initiatives. The Transformation Network is comprised of a group of School Networks (individual school-community partnerships) organized and supported by Read Charlotte to promote a set of shared activities intended to help 80% of third graders in targeted schools read at College and Career Ready on the North Carolina 3rd grade reading test by 2025. Coordinated activities include: Building children's home libraries; Empowering families to support literacy at home; Providing high-quality, targeted tutoring; and, Stopping summer reading loss. Key responsibilities include:

Working with community partners:

- Support the Read Charlotte Transformation Network by coordinating and supporting the activities and efforts of multiple School Networks, including but not limited to, meeting preparation, logistics, communications, facilitation, and follow up actions between meetings.
- Anticipate and manage the flow of activities, communication, coordination, and data recording within and among School Networks.
- Build and maintain relationships and organize outreach with community partners, including follow up as needed.
- Coordinate needed research, product development, and data analysis with Read Charlotte staff and partners to align strategies and actions with best practices.
- Assist with efforts related to tutoring, family empowerment, building home libraries, and summer reading.
- Work collaboratively with Read Charlotte team members to update strategy as new needs and opportunities emerge.
- Work collaboratively with other team members to coordinate with other related projects and organizations to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into Read Charlotte's overall work.

Strategic coherence:

- Maintain understanding of current implementation challenges and proactively work collaboratively with Read Charlotte team members to develop comprehensive solutions to address them.
- In collaboration with team members, provide support to partner organizations in aligning their work to the Blueprint for Literacy Partnerships (e.g., identifying opportunities for program work to support specific goals).
- In collaboration with team members, act as a neutral arbiter and help resolve disputes or disagreements in direction among Transformation Network participants.
- Adhere to the tasks listed in Read Charlotte project plans. Maintain and add to the project plans as tasks are refined, completed, etc.

Communications:

- Communicate the objectives of Read Charlotte to the community and potential partners, including but not limited to Transformation Network activities, Home Reading Helper, Ready4K, Active Reading Workshops, and other strategies and initiatives.
- Facilitate ongoing communication between Read Charlotte partners, as needed, by hosting regular conference calls, in-person meetings, or coordinating regular email updates to ensure alignment of activity.
- Assist with planning, managing logistics of, and attending, Transformation Network meetings, trainings, and community events across Charlotte-Mecklenburg and in surrounding areas as needed.

- Proactively work to identify gaps, barriers and challenges to successful implementation and, where feasible, collaboratively develop potential solutions with other Read Charlotte team members.

Other:

- Assume other responsibilities as assigned.

DESIRED QUALIFICATIONS:

The right fit is an imperative for a lean organization like Read Charlotte. Below is a list of qualities that we are looking for in the person who takes on this critical role of the Project Coordinator. If these ring true for you, then we hope you'll apply for this position.

Approach to Work

- Collaborative spirit and desire to partner closely with other Read Charlotte team members.
- Exceptionally high personal and professional integrity.
- Maintain confidentiality of all internal materials and information.
- Flexible, creative, and have the ability to work independently or collaboratively as the situation demands. Have no problem taking direction.
- Comfortable with ambiguity and love it when you get to figure things out.
- Reflective and proactively work to grow and improve; a strong "learner" orientation.
- Great at connecting and building deep relationships, especially across lines of difference.
- Deeply understand the need to focus on programs *and* systems.
- Entrepreneurial spirit and "trail blazer" mindset.
- Able to hear the "song beneath the words" and get at what people are really thinking and feeling.
- Can see the forest *and* the trees.
- Do not confuse activity with accomplishment.
- Have an experimental mindset, able to improvise as you go while holding on to a core set of beliefs and principles.
- Incredibly flexible, adaptable and ready to make adjustments given new learning.
- When things are very busy, make smart choices about what to prioritize and what matters most.
- Act with urgency to achieve outcomes for children.
- Ability to explore multiple interpretations of a situation and evaluate alternative potential interventions.
- Highly interested in people and institutions and how things work.
- Understand when and how to use tact and diplomacy, but also able to deliver direct feedback and have tough conversations when necessary.

Demonstrated experience and skills

- Minimum Bachelor's degree and 3 to 5 years of relevant work experience.

- Strong ability to set vision and direction, rally others around a vision, and execute towards ambitious results without a lot of direction.
- Ability to create, plan and manage multiple projects with multiple stakeholders.
- Strong strategic thinking skills and ability to use data and prior experiences to adjust the course of a project and determine future actions.
- Sophisticated ability to build relationships and positively influence others to achieve outcomes.
- Exceptional listener, communicator who can effectively convey information verbally and in writing.
- Comfortable dealing with issues of linguistic, cultural and socioeconomic diversity.
- Past success in continuous improvement.
- Results-oriented and fiercely committed to achieving Read Charlotte's mission.
- Have experience working in a fast-paced, constantly evolving environment.
- Flexibility to work outside of normal business hours, sometimes without advance notice.

Preferred experience and skills

- Prior experience laterally managing peers.

COMPENSATION AND BENEFITS:

Read Charlotte offers a competitive compensation package commensurate with anticipated duties and responsibilities, including comprehensive health benefits.

TO APPLY:

Interested applicants should apply online at www.fftc.org/careers and submit a resume and cover letter to Munro Richardson, executive director of Read Charlotte. No phone calls or faxes accepted. In your cover letter please include your salary requirements and address the following topics:

- What in your background or experience makes you exceptionally suited for this position?
- Please complete the following: In this position I'd really like to get better at _____ . (Please provide details to explain your answer.)
- A person from a partner organization alerts you that they may have overpromised the amount of support they can provide for an upcoming event at a Transformation Network school. They feel they are in danger of underdelivering. If this happens, the school will likely be disappointed, families may feel letdown, and a strain will be put on the professional relationships involved. What would you do?

Applications for this position will be accepted until 5 p.m. January 11, 2019.

Read Charlotte is an Equal Opportunity Employer, welcoming people to flourish in an open and inclusive work environment. A diverse pool of candidates is welcomed and encouraged.

ABOUT READ CHARLOTTE:

Read Charlotte is a collaborative, community-wide movement to double the percentage of third grade students reading at grade level in Charlotte-Mecklenburg Schools (CMS). Today over half of third graders in Charlotte-Mecklenburg Schools are **not** reading at grade level. They come from every single school, neighborhood, and income level in the county. If children can't read, they lose confidence, fail in school, and struggle in life. Housed under the Foundation For The Carolinas, Read Charlotte intends to double the percentage of third grade students reading at grade level from 39% in 2015 to 80% by 2025, by starting at birth, working collaboratively, and investing only in programs that work.

Read Charlotte is organized as a backbone organization leading a collective impact focused on third grade reading. Read Charlotte plays a leadership and coordinating role around the important goal of third grade reading, but does not directly operate programs. Read Charlotte's activities can be summed up in four primary areas: research and data, improving systems, strategic funding, and building networks for improvement. The Transformation Fund promotes innovation, capacity building, collaboration, and seeds new programs addressing unmet early literacy needs in Charlotte-Mecklenburg. In addition, Read Charlotte advises area funders on strategic co-funding opportunities. From 2016 to present, Read Charlotte has helped to coordinate \$5.5 million in targeted co-funding for identified strategic investments.

Read Charlotte has a lean staff comprised of 11 positions: Executive Director, Deputy Director, Data Manager, Administrative Assistant, Communications Manager, Early Literacy Manager and two Project Coordinators. The Read Charlotte staff provides leadership for the Initiative through research, coordination, communications and outreach activities. Read Charlotte's Executive Director reports both to the Foundation For The Carolinas and to a 21-member Governing Board comprised of thirteen major funders and eight community leaders in Charlotte.

Financial and in-kind supporters include The Albemarle Foundation, The Belk Foundation, The Duke Endowment, Duke Energy, CD Spangler Foundation, Foundation For The Carolinas, PNC, Bank of America, PricewaterhouseCoopers, Wells Fargo, Skeebo Foundation, Leon Levine Foundation, UNC Charlotte College of Education, Charlotte Mecklenburg Library, Charlotte-Mecklenburg Schools, City of Charlotte, and Mecklenburg County. To date, the Charlotte-Mecklenburg community has committed over \$7 million to support Read Charlotte through the first five (2015-2019) years of the initiative. We are currently fundraising our second five years (2020-2024) and feel very positive about our fundraising prospects.