



Reach Out and Read, Inc.
Job Announcement
Development and Administrative Assistant (Part-time),
Spokane Office

Reports to: Executive Director, Washington State
FLSA Status: Non-Exempt (.5 FTE)
Supervises: N/A
Salary Range: \$16-\$20/hour, depending on experience
Application Review Start: January 23, 2019

For almost three decades, pediatricians and other pediatric primary care practitioners across the United States have been partnering with Reach Out & Read (ROR) to advance the healthy development of the children (birth aged through five years old) who visit their offices. Our simple model of “prescribing books” brings more than 4.7 million children in contact with rich opportunities to learn and grow each year. By partnering with doctors’ offices, we connect with children and families early to stimulate brain development and foster the foundations needed for long-term success. We aim to support all families and children but because we are serving nearly one-quarter of children living in poverty, our work can help combat the effects of income inequality and erode the effects of the opportunity gap.

Reach Out and Read Washington State (RORWA) was established in 2007 and operates as an Affiliate of the national organization. In Washington, approximately 97% of children see a primary care provider at least once annually in their first five years, and most children attend 10 well-child checkups before they start school. RORWA serves the families of approximately 129,000 children from birth through five years in 30 Washington counties at 233 program sites across the state. Over 2,000 volunteer medical providers and additional medical volunteers are involved, distributing over 225,000 books to children and their families each year. A staff of 5.5 FTE and a consulting medical director (a Washington pediatrician) support provider training, quality measurement, book ordering, and site implementation efforts. RORWA funds these activities through grants and private donations.

THE OPPORTUNITY

RORWA seeks a pro-active, organized, detail-oriented, and flexible **Development and Administrative Assistant** who excels in a non-profit office environment that emphasizes teamwork and customer service. The Development and Administrative Assistant provides support to the leadership and program teams and coordinates the administrative functions of the Washington State office. This part-time non-exempt hourly position (50% FTE, 20 hours per week) is well suited for an individual who has sound judgment, discretion, and maturity. In support of the Executive Director’s work and

that of the Program Team, this position will provide general clerical support, coordinate and mail materials, organize data, keep program status tracking tools up-to-date, and provide a variety of other programmatic, fundraising, communications, and office support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Office & Program Support

Ensures that the Washington office runs smoothly, efficiently, and professionally:

- Coordinates and manages the daily operations of the office.
- Maintains office supplies and assures the proper use, management, security and upkeep of office facilities, equipment, and documents.
- Tracks and organizes program information/data to assist with program support.
- Provides information and resources to program sites via phone and email, including progress report reminders and thank you emails.
- Submits and documents book orders for military and tribal clinics.
- Maintains paper and electronic filing systems.
- Assembles mailings and posts outgoing mail via USPS, UPS, or other carrier and sorts incoming mail.
- Supports Advisory Council and staff team activities, as requested, such as: scheduling appointments and meetings, taking meeting notes, arranging for meal and location logistics, and meeting packets/materials, following up on meeting-generated tasks and preparing documents and slides using Microsoft Word, Excel and PowerPoint.
- Maintains confidentiality and security of all information.

Development and Communications

- Becomes knowledgeable about early learning issues and keeps abreast of National Headquarters' activities and properly utilizes available resources.
- Maintains/updates complete and accurate mailing lists, program contacts database, and donor database, with integrity to minimize duplications and erroneous information.
- Processes all donor receipt and thank you communications, and tracks staff completion of donor recognition.
- Formats e-newsletters or blogs. This includes collecting information from staff, uploading content, and sending to distribution lists. Creates social media posts, as requested.
- Updates documents and content on RORWA website.
- Manages printing of solicitation and thank you letters, annual appeal, other correspondence as requested.
- Provides support to Directors for grant writing, reporting, and other documents, as requested.

OTHER DUTIES:

Performs other duties as needed.

QUALIFICATIONS & EXPERIENCE

Demonstrated success providing administrative support in a high-performing environment. Experience in a non-profit or public sector organization is preferred, with experience supporting fundraising activities such as donor appeals, grant applications, and/or fundraising campaigns strongly preferred. At least 1-year relevant experience is required.

Certificates, Licenses, Registrations Required: Washington State Driver's license

Knowledge & Skills:

The successful candidate brings the following:

- Excellent organizational skills.
- Excellent written skills, including proofreading and formatting. Experience drafting agendas, correspondence, presentations, and other written documents.
- Demonstrated phone and face-to-face interpersonal and communication skills appropriate for a professional work place; with the public and with co-workers and supervisors.
- Strong analytical skills with detail-oriented approach.
- The ability to work effectively as a team member with all levels of staff, and with staff in other locations.
- Self-motivated with the ability to work independently, handle multiple priorities, and meet deadlines; in the context of collaborating with and supporting the team.
- Excellent computer skills including Microsoft Office (Word, Excel, PowerPoint, One Note, and Outlook) and web-based applications. Experience with Salesforce, Constant Contact, and database programs preferred. Reliability, dependability and excellent attendance record is required.

TO APPLY

Submit resume and cover letter to washington@reachoutandread.org. Application review begins January 23rd, 2019.

For more information:

www.reachoutandreadwa.org

EQUAL OPPORTUNITIES

We value diversity and are committed to equal opportunity in employment. All genders and members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply.