

**United Through Reading
Program Assistant
Job Description**

REPORTS TO: Assigned United Through Reading Program Manager

MISSION STATEMENT: Together, we unite military families facing physical separation by facilitating the bonding experience of reading aloud. Founded in 1989, United Through Reading (www.unitedthroughreading.org) envisions that all children will feel the security of caring family relationships and develop a love of reading through the read aloud experience.

POSITION DESCRIPTION: With the leadership and guidance of the Assigned Program Manager and Director of Operations, a Program Assistant organizes and directs effective program development and management on behalf of United Through Reading to meet organizational goals as reflected in the strategic plan. This includes, but is not limited to recruiting, training, and managing a volunteer network for program implementation; building relationships with military leaders; and maintaining positive visibility and interface with the community at large.

REQUIRED EXPERIENCE:

- Knowledge of one or more military communities and structures.
- Effective public speaker with experience with varied audiences and venues.
- Excellent ability to communicate in oral and written form with all levels of military community.
- Proven volunteer development and management.
- Extensive and current use of technology including Microsoft Office, Google Suite, Adobe Acrobat, email, Salesforce, and social media.

Preferred Additional Experience

- Event Coordination and Management
- Knowledge of the Coast Guard community and structures

RESPONSIBILITIES:

Program Management

- Prepares plan with short and long range goals to meet Assigned Program Manager's objectives.
- Works directly with commands that are interested in running United Through Reading.
 - Under guidance of Assigned Program Manager, contacts commands three to four months prior to deployment to offer program.
 - Provides command brief to command leadership, as appropriate.

- o Attends pre-deployment briefs and family resource events to provide information to command, service members, and families.
- o Trains Active Duty Coordinators (or Action Officers) and Homefront Coordinators on the program, and their specific responsibilities as Coordinators.
- o Ensures command has program materials needed to facilitate the program.
- o Follows guidelines for maintaining contact with Coordinators, using templates and established timelines.
- o Maintains a checklist of actions with each command.
- o Creates new records in Salesforce for new commands, and updates them as necessary.
- o Compiles beneficiary data for each command.
- o Compiles end of deployment report for each command.
- o Provides final reports to the Command Leadership and Coordinators.
- o Writes Letters of Appreciation for all command volunteers for the program.
- o Organizes, coordinates, and travels as needed to conduct program orientation and training seminars.

Organizational Responsibilities

- Keeps the Program Manager and Director of Operations informed of program activities.
- Continually evaluates and provides feedback on program policies, systems and procedures.
- Attends team meetings, staff meetings, and other meetings in person or by phone as required.
- Represents program at community events.
- Recruits Program Advocates and UTR Ambassadors.
- Assesses and maintains volunteer satisfaction through regular communication, letters of appreciation, and other methods as appropriate.
- Provides information and input, as needed, to the Development and Strategic Alliance Department for the purpose of telling UTR stories in social media, appeals, annual report, stewardship correspondence, and preparing fundraising proposals

Work Environment:

United Through Reading is a virtual organization, daily tasks are performed from home or personal office space, utilizing online services and video and audio conferencing. Home or personal office space must have stable broadband Internet access. Some travel (approx. 10-20%) is required to support local and national events. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

Location: Puget Sound Area (Seattle, Tacoma, Kitsap, Whidbey Island)

Position: 10 Hours per week

If interested, please email cover letter and resume in .pdf format to utr-careers@utr.org