

Books Are Wings is seeking a part time Bilingual Program Coordinator for 25 hours a week. The focus of this position is to support and implement direct programming. This position requires the ability to organize self; work independently and to take initiative; to prioritize and to proceed logically.

#### RESPONSIBILITIES

- Support and partner with the Executive Director and Director of Community Outreach on programming initiatives.
- Demonstrate knowledge in community-based programs with a clear understanding of urban issues and communities.
- Organize and sort books for program distribution.
- Work collaboratively with Site Coordinators from schools and programs, to promote program participation, recruit families and other shared responsibilities.
- Collect and manage appropriate program data.
- Review and monitor data to manage family participation and retention.
- Other projects and duties as assigned

#### QUALIFICATIONS

- Field experience in Educational settings.
- Demonstrated written and verbal fluency in Spanish required.
- Skilled in interpersonal written and verbal communications
- Strong organizational skills
- Possess the ability to utilize the following skills/programs: email and word processing,
- Flexible schedule, must be available days, nights and weekends as needed
- The ability to work independently, to take initiative, and to manage multiple tasks
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels
- Must have a valid driver's license and vehicle
- Ability to lift 40 pounds

#### **How to Apply**

Email resume and 3 references [info@booksarewings.org](mailto:info@booksarewings.org)