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Program Manager
(Temporary, Full-time)
January 21 - May 29, 2025

About Read Ahead

Read Ahead is dedicated to helping New York City youth strengthen the literacy and social-emotional skills they need to thrive in school and beyond. Read Ahead's vision is that our students have the opportunity to unlock their full potential through mentoring relationships based on a love of reading.

Since 1991, Read Ahead has connected public elementary school students with caring mentors from leading corporate and community partners. During weekly virtual sessions, mentors and mentees read together, discuss books and their lives, and engage in fun and educational games and activities. Read Ahead sessions are designed to help children grow their confidence, love of reading, literacy skills, and other skills essential for success. For more information, please visit readahead.org.

With the recent development of our hybrid program and our anti-racism and anti-oppression commitments, Read Ahead has an opportunity to deepen our impact for students. We are committed to ongoing improvement as an organization, and are eager to take bold new steps to create better outcomes for the students, families, and schools we serve.

Position Overview

In spring 2025, Read Ahead is hiring a full-time, temporary Program Manager to support program facilitation at school sites, manage data-related projects to collect mentor and mentee attendance, and provide general support for the program team.

The Program Manager will work closely with the program team to visit school sites and support facilitation including helping students transition from classrooms to Read Ahead spaces for program sessions, setting up laptops and headphones, record attendance, and distribute incentive materials to students. Read Ahead has partnerships with eight designated public schools in Manhattan, Queens, and Brooklyn.

The ideal candidate is organized, flexible, reliable and consistent. The position reports to Read Ahead's Interim Executive Director.

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Responsibilities

Program Support
- Support program staff members in facilitating in-person sessions that take place in February and May
    - Monitor mentor RSVPs and enter into daily tracker for program team to view progress
    - Send mail merge to mentors 3x leading up to in-person sessions
- Collaborate with Senior Program Managers to visit school sites and distribute seasonal incentive items to respective team members
- Serve as additional in-person "floater" to support Program Managers during lunch transitions at school sites (3-4x visits a week), including but not limited to the following responsibilities:
    - Pick students up from classrooms and support the group's transition (10-12 students) to the Read Ahead space
    - Record daily mentor and mentee attendance on LiveImpact, an internal database system
    - Support Program Manager on site to set up student laptops during transition between sessions
    - Additional school sites may be added to rotation of weekly visit schedule
- Facilitate program sessions at school sites as a backup program manager as needed (e.g. if Program Manager is out sick and coverage is needed to run sessions)
- Support logistics during in-person workshop series in May 2025, including giveaway distribution, attendance recording, and general family engagement during workshop time

Administrative support
- Monitor weekly mentor and mentee attendance and send weekly reports to Program Managers to target outreach for matches with low attendance; follow up with staff to input missing data into database
- Administer annual end-of-year stakeholder surveys via SurveyMonkey; support with sending mail merges to mentors and tracking progress to share with program team
- Lead collection of all end-of-year Epic! reading data for eight school sites adding number of hours read for each student account for external reporting purposes
- Support tracking and updating mentors who have their required background checks completed for mid-year mentor onboarding
- Visit school partners to capture mentor-mentee match photos and organize match photos on shared drive

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- Collaborate with 2 Senior Managers, Program & Impact to design incentive flyers for end of year challenges and support with distributing items to school sites
- Write mentor anecdotal reports at the end of the program year for external reporting purposes
- Participate in monthly program team meetings sharing information regarding program observations during visits

Preferred Qualifications
- Passion for Read Ahead's mission
- Demonstrated understanding of the connection between literacy, child development, and social justice
- A demonstrated commitment to an anti-racism and equity lens in their work and communications (internal and external)
- Experience working with kids and their parents/caregivers, and a positive, growth-mindset approach to supporting children
- Experience with, or a strong interest in, volunteer management
- Strong organizational skills, including the ability to manage time and deadlines effectively
- Excellent verbal and written communication skills
- Experience with technology, and an openness to learning and using new tools (e.g., email, video conferencing, cloud-based file management, and project management tools)
- High level of attention to detail
- Team player and contributor
- Ability to work and adapt in a fast-paced environment
- Interest in hybrid work with the ability to lead and monitor weekly mentoring sessions
- Spanish and Mandarin speakers a plus but not required

We seek to build a diverse staff representative of the communities we serve. Even successful candidates may not have all of the preferred qualifications indicated above; if you are excited about the role, believe you can successfully fulfill its responsibilities, and **don't** have every single preferred qualification, we encourage you to apply anyway.

Hybrid Work Policy
As an organization that partners with New York City public schools, afterschool service providers, families, corporate partners, and other stakeholders, Read Ahead recognizes that in-person work is required to achieve our mission.

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The Program Manager will typically work approximately 3-4 days/week in person to perform essential job responsibilities but may work up to 5 days/week in-person depending on organizational needs and approved by the Interim Executive Director.

Salary and Benefits
Compensation rate is $30/hour. Benefits to be reviewed upon hire.

Read Ahead is an Equal Opportunity Employer. We believe in compensating staff members fairly and take internal and external equity seriously. Given our commitment to equity, Read Ahead does not negotiate offers of compensation; instead, the offer is determined carefully using external and internal benchmarking.

How to apply:
Please submit a resume and cover letter at www.readahead.org/join-our-team/apply. In your cover letter, please include why you are interested in working for Read Ahead and why the Program Manager role is a good fit for you.

Applications will be reviewed on a rolling basis until the position is filled. No phone calls, please.

Read Ahead provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, alienage, citizenship or immigration disability, pregnancy, marital and civil partnership/union status, familial status, military or veteran status, genetic information, genetic predisposition or carrier status, status as a victim of domestic violence, sexual violence or stalking, arrest or conviction record to the extent required by applicable law, sexual and reproductive health decisions, caregiver status, unemployment status, credit history, height, weight or any other characteristic protected by applicable federal, state, and local law.