



**Program Coordinator
Carson Scholars Fund, Inc.
Full-time Position
Job Description**

The Carson Scholars Fund, Inc. is a national nonprofit organization founded in 1994 by retired world-renowned pediatric neurosurgeon Dr. Benjamin Carson and his wife, Candy, to elevate academic achievement and increase reading in our schools. The Carson Scholars Fund supports two main initiatives: The Carson Scholars Program and The Ben Carson Reading Project. Our scholarship program recognizes and rewards students who have embraced high levels of academic excellence and community service with \$1,000 college scholarships. The Reading Project provides funding to schools to build and maintain Reading Rooms – warm, inviting rooms where children can discover the joy of independent leisure reading. Carson Scholar alumni are encouraged to apply.

Role Overview

The Carson Scholars Fund is looking for a dynamic individual to join our growing team. The Program Coordinator will play a vital role in the expansion of both the Carson Scholars Program and The Reading Project. We are looking for an individual with creative thinking to bring to life new ideas and ignite unprecedented growth in the organization. This position will work closely with the Scholarship Director and Director of Reading Rooms in the Towson, Maryland office. The ideal candidate will have experience in program coordination/support and be knowledgeable in educational trends.

Responsibilities of the Program Coordinator include, but are not limited to:

Scholarship Program –

- Assist with all aspects of the scholarship program including outreach to schools, follow-up to Carson Scholars, application distribution, and maintenance of scholarship database. This position will emphasize the expansion of our scholarship program in new areas of growth.
- Develop and report on metrics of success for program implementation.
- Support all scholarship program activities such as annual award banquets, scholar payouts, and application processing and scoring.
- Establish and maintain a network of Carson Scholars that provides resources and engages scholars at all levels – especially CSF Alumni.

Reading Room Project –

- Assist with all aspects of the reading room project including identifying potential reading room schools, building and execution of reading rooms, and ongoing reading room maintenance. This position will emphasize the expansion of our reading room project in new areas of growth.
- Develop and report on metrics of success for program implementation.

- Support all reading room project activities such as the annual reading room workshop and reading day.

Qualifications, Education, and Experience:

- Bachelor's Degree
- Experience in program coordination and management
- Proficient in working in databases and with contact management systems
- Highly organized and detail oriented; the ability to multi-task and prioritize
- Strong analytical skills; the ability to transfer research and experiences as it relates back to the mission of the organization
- Working knowledge of common office systems including Microsoft Word, Excel and PowerPoint.
- Experience working with diverse stakeholders, partners, and beneficiaries; the ability to communicate appropriately and effectively to diverse groups
- Self-motivated team player with the ability to work in a fast-paced environment
- Exceptional oral and written communication skills
- Experience in outreach, canvassing, or grassroots organizing preferred.
- A desire to positively impact society and promote academic achievement
- Experience with event planning a plus
- Bilingual and able to read, write and speak Spanish proficiently a plus
- Knowledge of/experience in San Diego area schools a plus.

Compensation and Benefits: Compensation commensurate with experience and qualifications.

Statement of Non-Discrimination: The Carson Scholars Fund does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, nationality, or ethnicity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all functions, physical demands and skills required of personnel so classified.

Candidates should submit a letter of interest, salary requirements, references and current resume to:

Katie Damaroda, Scholarship Director, katie@carsonscholars.org