



Reading Room Program Coordinator
Carson Scholars Fund, Inc.
Full-time Position
Non-Exempt
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 create positive literacy cultures in 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 discover the joy of independent, leisure reading. ***Carson Scholar alumni and recent graduates are encouraged to apply.***

Role Overview

The Carson Scholars Fund is looking for a dynamic individual to join our growing team. The reading room program coordinator will play a vital role in the expansion of the Ben Carson 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 reading room director in the Towson, Maryland office. The ideal candidate will have experience in program coordination/support and be knowledgeable in educational trends.

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

- Support all aspects of the reading room project including identifying potential reading room school partners and areas of growth.
- Building and execution of reading rooms from inception to completion.
- Place orders, track and manage reading room expenses.
- Assist with reading room project activities and CSF events.
- Collaborate with reading room team to determine goals for the reading room program and track progress, setbacks and overall performance.
- Track, record, and compile program performance data. Analyze program results and present findings to management.
- Seek out new and creative program ideas to implement.
- Prepare and ship basic packages and manage reading room supply inventory.
- Manage daily operations that support and implement our current program objectives.
- Suggest innovative plans and processes to improve program functions.

- Support the reading room director with all communications including newsletters, brochures and research support, social media, website content.

Qualifications, Education, and Experience:

- Bachelor's Degree preferred
- Basic accounting and data management skills
- Strong business sense
- Proficient using Microsoft Suite (Word, Excel, Outlook, PowerPoint, etc.)
- Organized and detail-oriented
- Exceptional communication skills, both oral and written
- Excellent customer service skills
- Experience with event planning 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, and current resume to:

Katie Coleman, Executive Director, kcoleman@caronscholars.org