



Children and Family Urban Movement, 1548 8th Street
Des Moines, Iowa 50314
Phone: 515-282-3242
Web Site: CFUM.org

The mission of Children and Family Urban Movement is to create a community to support the potential of children youth, and families through educational success, healthy living, and community engagement.

Job Title: 3rd-5th Grade Literacy Program Coordinator
Reports to: Director of Programs
Supervises: 3rd-5th Grade Literacy Program Assistants, Work Study and other volunteers
Hours/Compensation: Full Time – competitive salary and benefit package
Application Process: Address questions, cover letter and resume to Martha McCormick, Martha@cfum.org

Primary Purpose and Function:

Advance the mission of CFUM through 3rd-5th Grade after school and summer programs. The 3rd-5th Grade Literacy Program Coordinator will carry out this purpose by leading staff and volunteers in:

- Establishing and maintaining positive internal and external relationships
- Program planning and implementation
- Monitoring and evaluating the program

Duties and Responsibilities: 3rd-5th Grade Literacy Program Coordinator works with Director of Programs to:

- Establish and maintain relationships with community organizations and Des Moines Schools, especially Moulton
- Establish, develop, and maintain positive relationships with parents, including communication regarding academic performance, program schedule and activities
- Develop, organize, implement and evaluate opportunities for parent involvement
- Develop and maintain relationships with schools and community organizations
- Design evidence-based programming in accordance with best practice in 3rd-5th Grade Literacy education; CFUM mission, values, and core program elements; and with respect to community assets and needs
- Recruit, select, train, supervise and evaluate staff members for the 3rd-5th Grade Literacy Program staff.
- Manage the program in compliance with grants and other funding requirements
- Coordinate reports and evaluation, including efficient and accurate management of participant data
- Integrate program with overall CFUM operations in the areas of:
 - Volunteer recruitment, management, and support
 - Communication, both internal and external
 - Resource development and management
 - Evaluation and strategic planning

Requirements:

- **A combination of four years of:**
 - Study of youth development and/or education in an accredited institution; four-year degree preferred
 - Experience in supervising youth development and/or educational program design, implementation and evaluation
- Availability Monday, Tuesday, Thursday, Friday from 3 pm-6 pm; Wednesday from 1:30 pm-6 pm
- Excellent communication skills—both oral and written
- Organizational skills and ability to meet deadlines
- Capacity to function both independently and as an engaged team member
- Proficiency in Microsoft Office applications, Outlook, and database management

The above statements are intended to describe the general nature and level of work performed by the person in this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. All requirements are subject to possible modification or reasonable accommodations for individuals with disabilities. Children and Family Urban Movement is an Equal Opportunity Employer.