



Stronger Families, Stronger Schools

[www.sidebysidelaurel.org](http://www.sidebysidelaurel.org)

## SIDE BY SIDE ASSISTANT DIRECTOR/PROGRAM COORDINATOR 1-1-18

### General position description

Full-time (frequent evening and occasional Saturday duties included)

Annual salary: \$36,000-\$40,000

Benefits: Three weeks of paid vacation and eight holidays per year. Medical insurance benefits and retirement benefits.

### What is Side by Side?

We are a 9-year-old Christian nonprofit created by members of various Laurel, Md., churches to strengthen local Prince George's County public schools. We do this by providing family nights at six Laurel and Beltsville elementary schools. The sessions equip parents with knowledge and activities they can use to help their children succeed in the classroom. Side by Side also operates a complementary program in which former teachers provide extra in-school help to small groups of kindergartners and first-graders who need it, and develop relationships with their parents.

### Responsibilities:

**PROGRAM PLANNING AND COORDINATION** – Side by Side's "Great Start" parent-engagement program is for pre-kindergarten to 2<sup>nd</sup>-grade families. It consists of 48 family nights a year – eight per school. Thirty-six of these evenings occur from late September to mid-November – a busy season! The evenings have significant moving parts - a meal for families, workshops for parents, activities for children, lots of volunteers. The assistant director is the ringleader for keeping these parts moving in the right direction – food plans made and executed, children's activities organized and materials supplied, volunteers communicated with and coordinated.

**VOLUNTEER MANAGEMENT** – About 100 volunteers help to carry out "Great Start." The assistant director needs to help solicit and orient new volunteers, schedule the volunteers, keep communications open and plan volunteer appreciation gestures and events.

**PROGRAM EVALUATION** – The assistant director gathers data to evaluate the effectiveness of Great Start and the "Booster Club" program of in-school help for kindergartners and first-graders. The data includes attendance numbers, surveys and standardized tests.

**OTHER DUTIES** – During less-active periods of the year, the assistant director can assist the director with other tasks for which he or she has experience and interest, such as communications (newsletters, social media) and fundraising (grant writing, fundraising events).

### Qualifications

Passion for this ministry of strengthening families and elementary schools

Proven event-planning or organizational abilities

*Also desirable:*

- Experience with early childhood and/or elementary education
- Proficiency in Spanish (one-third of our school families are Spanish-speaking)
- Familiarity with website development and use of social media

*Send a cover letter and resume to Joe Murchison, Executive Director, at [joe@sidebysidelaurel.org](mailto:joe@sidebysidelaurel.org).*