



Youth Literacy Mentoring (YLM) Coordinator

The Youth Literacy Mentoring Program (YLM) provides a comprehensive program designed to tackle the literacy crisis among youth (K - 5) who cannot read at grade level. Evidence shows that on-track literacy is an important indicator of a child's future academic and professional success, and the inability to read at grade level by the fourth grade is correlated to higher rates of dropping out of school, risky behavior, and incarceration later in life.

Our program combines certified teachers working with each student through an on-line diagnosis and remediation platform (*i-Ready*) followed by additional classroom instruction designed for small groups targeting the specific needs of the students. We are currently in 5 sites with the goal of expanding to 10 sites in the 2019 – 2020 school year.

The Coordinator's main role will be to serve as the key on-site liaison for our Philadelphia based sites. The Coordinator will lead a team of committed staff focused on improving the literacy levels and love of reading for students in grades K – 5. The Coordinator will be responsible for managing the staff at their assigned sites and ensuring that the program is implemented with fidelity. Additionally, they will help the YLM Director with external partner management.

If interested, please send resume and cover letter to Betsy Curtis, YLM Program Director, at betsy.curtis@uif.org.

Required Skills:

- Bachelor's degree in Education or related field
- Previous experience working with K – 5 students
- Ability to work collaboratively with a team of educators
- Entrepreneurial spirit: ability to shift gears in a fast-paced environment
- Proficiency with computers and basic MS Office programs
- Excellent organization skills
- Ability to travel



Responsibilities:

- Communicate with YLM Director on a weekly basis
- Collect program data and submit weekly reports
- Help manage YLM's current partners to make sure that they are gaining maximum benefits from the program
- Understand UIF's goals and purpose while enhancing the organization's brand image

Compensation/Benefits:

- A competitive base salary
- Comprehensive healthcare coverage
- Retirement plan contribution
- Paid vacation/personal time
- Paid annual holidays

About UIF

The Uncommon Individual Foundation (uif.org) educates, encourages, and enables individuals to recognize the power of mentoring and its role in achieving personal success, inspiring change, and making a positive contribution to society.

Our Core Values

To create and deliver mentoring programs that:

1. Promote individual and organizational enrichment
2. Build community partnerships that lead to social and economic growth
3. Enable mentoring opportunities to flourish