

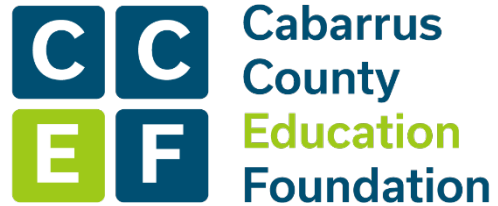
Book-a-Palooza Events Coordinator

Type: Contract

Location: Hybrid

Reports to: Executive Director

Salary: Up to \$24/hour



Organizational Profile

The Cabarrus County Education Foundation (CCEF) support student success by leveraging community partnerships to deliver programs that inspire learning, build life skills and prepare young minds for a bright future.

Reading is foundational to academic and life success, which is why CCEF established the Reading + Mentoring 4 Success (R+M4S) Program as a cornerstone initiative. This research-based program fosters a love of reading by encouraging pleasure reading, building home libraries, and improving literacy skills for struggling young readers. A key component of R+M4S is our Book-a-Palooza events, where students choose free books to add to their home libraries. These events inspire a lifelong love of reading and strengthen the bond between schools and the community.

Position Summary

The Reading + Mentoring 4 Success program seeks one or two enthusiastic individuals to coordinate and manage 14 Book-a-Palooza events during the spring 2025 semester. The Book-a-Palooza Events Coordinator(s) will be responsible for planning, managing, and executing these events according to organization standards, ensuring their success through strong organization and community engagement.

Key Responsibilities

- **Event Planning:**
 - Collaborate with schools and the Executive Director to schedule and organize Book-a-Palooza events.
 - Prepare books, coordinate event logistics, and manage day-of setup.
- **Volunteer Coordination:**
 - Recruit, train, and manage volunteers for book preparation, event set up, and event day activities.
 - Foster an environment where volunteers feel valued and appreciated.
- **Event Management:**
 - Oversee event implementation in collaboration with school administrators and R+M4S staff.

Key Responsibilities (cont.)

- **Evaluation and Reporting:**
 - Gather feedback from volunteers, schools, and participants to evaluate event success.
 - Track and report event metrics to the Executive Director.
 - Suggest improvements for future Book-a-Palooza events.
- **Additional Duties:**
 - Maintain book inventory and ensure accurate tracking.
 - Attend meetings as needed and perform other tasks to support the program.

Position Structure

- Up to 20 hours per event; weekly hours vary based on tasks and event schedules.
- Onsite tasks include book preparation at the CCEF office, 1.5-2 hours for event setup at schools and 4-6 hours for event days at schools.
- Independent work is flexible, with remote options available for non-onsite tasks.
- CCEF will consider in partnership with applicants whether this is one or two positions.

Qualifications

You'll thrive in this role if you:

- Believe in the potential for all students to develop a love of reading.
- Demonstrate strong organizational skills and attention to detail.
- Are skilled in building and managing volunteer relationships.
- Possess strong interpersonal and relationship-building skills.
- Enjoy working with elementary-aged students.
- Adapt well to dynamic environments, especially within public schools.
- Are proactive, self-motivated, and resourceful.
- Follow established processes and provide suggestions for improvement.
- Have problem-solving skills to address challenges effectively.
- Are proficient or willing to learn tools like Microsoft Office Suite, Google Suite and video conferencing platforms.

Bonus Points for:

- Project management experience.
- Previous experience coordinating or managing volunteers.
- Engagement with community-based or educational programs.

How to Apply

Submit your application through the CCEF website, including the following:

- **Resume:** Highlighting education, work, and volunteer experience.
- **Cover Letter:** A one-page letter detailing your interest in the role and why you're an excellent fit.

Hiring Timeline

Applications will be reviewed on a rolling basis. The position is expected to start in **January 2025**.

Commitment to Diversity

CCEF values diversity and inclusion. We believe in fostering a team and a program that reflects the community we serve. We welcome applications from individuals of all backgrounds and are committed to creating an equitable work environment.