



Learn. Collaborate. Champion.

## Oakland Reads Mini Grants Outreach Coordinator

### About Us

The Oakland Literacy Coalition works to meet the literacy needs in our city, particularly for our youngest readers, by amplifying the impact of Oakland's literacy providers. We know that building a future where every Oakland child can learn and love to read will take all of us. That's why we've built a thriving network of stakeholders to support our city's learners and serve as an anchor for Oakland's literacy efforts.

Oakland Reads is our campaign to support reading achievement by the end of third grade. Through the campaign, we award mini-grants of up to \$1,000 for family literacy events that spark a love of reading with young children and support families in the powerful role they play in supporting early literacy development at home. Oakland elementary schools, early childhood providers, and community and faith-based organizations are invited to apply, with the requirement that grant-funded events engage families, share strategies for promoting literacy development, and give every child in attendance at least one book to keep. To learn more, please visit: [OaklandReads.org](http://OaklandReads.org) and read about our Family Reading Celebration Grants and Summer Reading Mini Grants.

### The Role

The Oakland Literacy Coalition is seeking a part-time Outreach Coordinator for our Oakland Reads mini-grants programs. The position will be key in building a broader network of grantee organizations and supporting them to plan and implement fun and impactful literacy events with their families.

*This is a six-month, part-time independent contractor position.* We anticipate that the role will require 6-10 hours per week, the majority of which will be spent off-site with partner organizations in Oakland. We will also have regular check-in meetings at our office near Jack London Square. As an independent contractor, you will have discretion over the means and manner of completing the agreed-upon objectives outlined in the contract.

### Key Responsibilities

- Identify and outreach to engage new organizations in the mini grants programs, with an emphasis on building new partnerships with community and faith-based organizations.
- Support new grantees through the planning process, providing guidance and resources so that they successfully execute their vision for the event and fulfill the grant objectives.
- Cultivate a resource and referrals list that can be shared with grantees, including local restaurants and vendors that are willing to partner and provide discounts/resources for family literacy events.

## You Are:

An ideal candidate for this role will have:

- Extensive knowledge of the Oakland community and landscape of community and faith-based organizations and leaders.
- Experience with community organizing and/or outreach.
- Experience planning community and/or school-based events.
- Ability to work independently and reliably, take initiative, and problem solve.
- A pro-active and conscientious communication style, with strong interpersonal skills and experience working with diverse communities.
- Warmth, humor, flexibility, and optimism.
- Personal and professional commitment to social justice and equity.
- A reliable means of transportation. Ability to travel locally and work occasional evenings and weekends.

## Compensation

The position will be paid hourly at a rate of \$18-\$20 depending on experience. The initial contract will be for six months with a possibility to extend upon completion. As an independent contractor position, this role is not eligible to receive additional benefits.

## To Apply

Applicants should send a letter of interest, resume, and contact information for two professional references to [team@oaklandliteracycoalition.org](mailto:team@oaklandliteracycoalition.org). Please include "Oakland Reads Outreach Coordinator" in the subject line.

*The Oakland Literacy Coalition is an equal opportunity and affirmative action employer committed to creating a diverse staff and inclusive environment. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply. In compliance with applicable laws, the Oakland Literacy Coalition does not discriminate on the basis of age, race, ethnicity, color, national origin or ancestry, cultural background, religious creed, sex, gender identity or expression, sexual orientation, marital status, physical or mental disability, medical condition, genetic information, veteran status, primary language, citizenship, or immigration status.*

*The Oakland Literacy Coalition is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request an accommodation, please contact (510) 280-3547 or [team@oaklandliteracycoalition.org](mailto:team@oaklandliteracycoalition.org).*