



book harvest

Full-Time Job Opening: Book Babies Evaluation and Replication Coordinator

Organization and Program Overview

Book Harvest is a nonprofit organization based in Durham, North Carolina, which provides books to children who need them and engages families and communities in promoting children's lifelong literacy and academic success. We approach our work with an equity lens. We believe that books are a vital tool to help all children succeed in school and in life, and that having plenty of books at home from birth helps children start kindergarten ready to learn, combat summer learning loss once they are in school, and identify as readers.

One of our core programs is **Book Babies**, which provides a pipeline of books and literacy coaching home visits to children starting at birth and continuing until kindergarten. Book Harvest partners with referring sources such as Durham Connects, Lincoln Community Health Center, and The Exchange Family Center to receive referrals to families with newborns who are Medicaid-eligible. Once enrolled, a family receives a home visit from a member of our Book Babies team and 5 to 10 age-appropriate books at regular intervals until the enrolled child begins kindergarten. In between the home visits, participating families are invited to celebrations and information sessions with other Book Babies families; the families also receive support via regular phone calls and texts, and an invitation to receive more books from our office and other partner locations throughout the community.

By the time a child graduates from Book Babies and starts kindergarten, s/he will own 100+ age-appropriate books and will, we believe, enter school more ready to learn, with higher emergent literacy skills and a significant and measurable advantage for future school success that will last a lifetime. Learn more at <http://bookharvestnc.org/programs/book-babies/>

Book Harvest's programs are grounded in evidence, follow best practices, and produce measurable results. We are committed to replication and expansion of what works in order to achieve maximum impact and enable academic and life success for children across our country.

Job Description:

The Evaluation and Replication Coordinator will enhance our data-driven culture at Book Harvest. This full time position will be shared among data and evaluation, communication with families, event management, and coordination of replication, expansion, and technical assistance activities.

The team member will serve as an evaluation and replication "resident expert". S/he will report and work closely to the Book Babies Team Leader and support Book Babies team members. S/he will meet regularly with referring sources, the staff from the Duke University Center for Child and Family Policy, and staff at partner organizations in other communities which are replicating our model or doing similar work.

The successful candidate for this position is a highly motivated, superbly organized individual who can support the Book Babies team during a time of growth. Fluency in Spanish is a must, as are experience with evaluation and data. This person must be willing to work some evenings and weekends, and s/he must be able to represent Book Harvest in a variety of settings and have excellent oral and written communication skills. An innovative approach to challenges, an enthusiasm for teamwork, patience, perseverance, and a mindset of gratitude, respect, and possibility are a must.

This is a fulltime position, based out of Book Harvest's Durham office at 2501 University Drive.

Responsibilities include but are not limited to the following:

Program Support, Expansion, and Evaluation

- support operations and management of all aspects of the Book Babies Randomized Control Trial evaluation;
- manage Book Babies data systems, with special attention paid to continuous improvement of data collection and integration;
- present findings on data and evaluation internally, and prepare data to be presented to a wide range of internal and external audiences including fellow staff, the board of directors, parents, community members, and donors;
- work with the Advancement Coordinator to produce appropriate data needed to fulfill proposals to and reporting requirements for charitable foundation and government partners and funders;
- manage parent referral, enrollment, and consent forms and ensure confidentiality as appropriate;
- work with the Book Babies Team Leader to establish new and strengthen existing protocols to achieve fidelity of execution, ensuring the integrity of the research study;
- advise the team and replication partners on best practices for collecting qualitative and quantitative data as appropriate;
- brief the Book Babies Team Leader and Executive Director on evaluation status, progress, and problems, and on new and existing early literacy research;
- train Book Harvest staff as needed on data management and provide ongoing training and technical assistance within the organization;
- liaison to the team of Duke researchers, managing communications and meetings with them, and sharing and seeking information as needed;
- support the replication of the Book Babies model in other communities that may join the research study, liaising to our partners in those communities;
- provide technical assistance to other organizations and communities as appropriate, including responding to inquiries.

Management of additional supports to Book Babies families

- manage all aspects of book procurement and program delivery logistics, supporting the team of home visitors in delivering successful home visits;
- communicate with all families in Book Babies as appropriate and as directed by the Book Babies Team Leader;
- manage the texting program that Book Babies families receive, coordinating the content of the texts and sending texts out at regular intervals (typically once to twice a week) to each cohort of families;
- coordinating the logistics, invitations, and execution of successful Book Babies events, including an annual graduation, an annual holiday celebration, an annual open house, parent information sessions, and regular meetings of the Parent Advisory Team;
- if needed, deliver books to families in the evaluation's control group, including some evenings and weekends.

Qualifications / Characteristics:

The ideal candidate will have:

- experience with program evaluation

- experience with data management
- fluency in Spanish
- effective electronic communication and database management skills
- excellent writing skills
- excellent presentation skills
- leadership, a spirit of teamwork and collaboration, and the ability to inspire others
- patience and perseverance
- strong organizational and time management skills
- warm and engaging interpersonal skills
- an ability to both further the big picture and keep track of details
- knowledge of Durham (helpful but not required)
- a belief that all children can succeed.

Book Harvest is an Equal Employment Opportunity employer. We offer a competitive salary and an engaging, purposeful workplace culture. People of color are strongly encouraged to apply.

Book Harvest is committed to protecting children through its child safeguarding policies. All staff are subjected to criminal background checks and held to high standards of child protection.

If you are interested in applying for the position of Book Babies Evaluation and Replication Coordinator, please submit **a resume, contact info for two references, and a cover letter** to Meytal Barak, Book Babies Team Leader, at meytal@bookharvestnc.org.

The priority deadline for receipt of applications is **Thursday, November 9, 2017**.