Reading Between the Lines
Job Announcement
Program Associate - Full Time

Reading Between the Lines®, a nonprofit organization in Chicago, seeks a full-time Program Associate to assist with program delivery. Through group discussion of classic and contemporary literature led by trained facilitators, the program mission is to strengthen critical thinking, communication skills and confidence with individuals returning home from prison and jail and currently incarcerated.

The Program Associate will be supervised by the Program Manager (PM) and work as a collaborative liaison between staff, site partners, facilitators and the Board Program and Diversity, Equity & Inclusion (DEI) committees. Overall responsibilities include assistance with program development and with growth of a strong and competent facilitator pool. The Program Associate will be required to provide important administrative support. The successful candidate will demonstrate a commitment to and experience with the mission.

PRIMARY RESPONSIBILITIES

A. Program Development
   ● Assist with the administration of current programs and new site partnerships
   ● Assist the PM in collecting research data to support program evaluation and impact
   ● Support new participatory research efforts
   ● Help to research the fields of carceral education and reentry for potential new relationships which strengthen programming
   ● Support the Editor in finding new session materials and managing materials storage and access on Google Drive

B. Facilitator Recruitment, Training and Development
   ● Assist volunteer and paid facilitators at program sites with the delivery of sessions and with ongoing professional development
   ● Ensure that training materials for participants are current and complete
   ● Collaborate with staff to organize periodic social events to build community among facilitators
   ● Help to design and organize other community-building efforts
   ● Assist the PM in designing and delivering DEI efforts

C. Scheduling Session Activities & Administrative Support
   ● Maintain all site calendars to manage the Reading Between the Lines schedule
   ● Enter readings for all weekly sessions per the schedule set by the PM
   ● Organize and maintain weekly communication with volunteers and liaisons at program sites
   ● Distribute session materials, maintain attendance records and communicate participant information to staff as needed
● With paid facilitators at Cook County Jail and future trained participants, ensure the scheduling of sessions and, with the Administrative Manager, payment of stipends in a timely manner
● Provide technical support for sessions as requested

KNOWLEDGE & SKILLS
● Passion and experience working with the justice-impacted community
● Knowledge of racial justice frameworks
● Passion and experience developing arts-based programming
● Capacity to work and facilitate in diverse environments with diverse populations
● Ability to communicate through different mediums with team members, volunteers, paid facilitators and partner sites
● Demonstrated work ethic with the ability to multitask, take initiative, set priorities and meet deadlines
● Knowledge of basic computer skills (e.g., Word, Zoom, Google Docs, Google Sheets, Excel)
● Openness to helping populations unfamiliar with technology gain the basic skills used in the program
● Team leadership and relationship-building skills
● Strong analytical, verbal and written communication skills

COMPENSATION: The salary will be commensurate with experience.

STARTING DATE: The position is open immediately. Interested candidates should send their resumes to edeligio@readingbetweenthelines.org.

Reading Between the Lines does not discriminate based on race, creed, color, religious belief, gender, sexual orientation, age, marital status, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in, its programs and activities.