

## Job Description: Lead to Read Public Relations & Recruiting

6-10+/- hrs a week, rate \$12-15/hr

- Partnership development and community relationship building
  - Availability for meeting/appointment scheduling twice a week, day or evening
  - Communicate with existing partners to grow commitment/involvement
  - Establishing new Partnerships within the community
    - Cast Vision
    - Present Mission
    - Call to Action – Sign Up
- Present Lead to Read mission and call to action/involvement at churches, business, and volunteer recruiting opportunities in Missouri & Kansas
- Drive Volunteer Requirement into existing schools by developing business partnerships
  - Goal: add one new class to each district by year end
- Work along side and under the guidance of the Director of Operations (Sarah Gaikwad),
  - Once monthly meetings and phone/email communication in opposite weeks
- Attendance and leadership support with schools as time permits
  - Whittier Elementary School
  - Hope Leadership Academy
- Assist in Fall Kick-Off Training
- Other tasks as assigned
- Skills: attention to detail, public speaking, strong interpersonal skills, excellent communication skills, strong email and computer skills, personal transportation, familiarity with Lead to Read operations and mission.

Submit resume to Sarah Gaikwad, Director of Operations [sarah@leadtoreadkc.org](mailto:sarah@leadtoreadkc.org)