



Ready for Reading | www.readyforreading.org

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GLOW Program Officer Position

Position: GLOW Program Officer

Reporting to: Director of Partnerships

Employer: Ready for Reading Organization

I. Overview

Ready for Reading (RfR): Ready for Reading is a registered Non-Governmental Organization and has established the 7,800 sq. ft. Rwinkwavu Community Library and Learning Center (RCLLC), located in an underserved rural area in Eastern Rwanda, Africa, that serves as a center of opportunity, hope and healing. Ready for Reading seeks to empower all ages of the Rwinkwavu community through literacy, technology and life skills, enhancing academic, social, cultural and economic opportunities for both personal and community growth and enrichment.

RfR currently has implementation programs in partnership with Global G.L.O.W.

Global G.L.O.W. is a 501(c)3 certified California based not-for-profit organization that uses mentorship and the arts to foster confidence in girls on the brink of success. Creative expression coupled with a consistent, deep mentor relationship build self-esteem and resilience in each girl. Global G.L.O.W. supports girls around the world, as they become leaders within their communities.

II. GLOW Program Officer General role

We are looking for a multi-tasked candidate with excellent communication skills and an upbeat attitude. Candidates should be able to create a safe, nurturing community for all participants within our program and record, analyze and document the program achievements on a daily basis. GLOW Program Officer is responsible for the communication and public relations. GLOW Program Officer works in vulnerable communities and is able to maintain the utmost respect to the groups she serves. **GLOW Program Officer** is active member of Ready for Reading staff with exceptional mentorship, leadership and communication and public relations skills. GLOW Program Officer works alongside the Assistant Partnership Coordinator and Partnership Director to ensure the GLOW and Healthy GLOWs are running smoothly and are supported as needed.

GLOW Program Officer is an integral part of caring, responsible staff who serve as trusted friends and guides to mentees from GLOW and Healthy GLOW community or partner schools. She helps to ensure the program activities are well recorded, analyzed, edited and well communicated.

III. GLOW Program Officer Roles and Responsibilities

- Prepare for and conduct weekly Healthy GLOW sessions



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- Assist fellow mentors in their club sessions and record the great moments in the format of pictures and video and surveys all from four of our program sites namely Rwinkwavu and Mukarange in Kayonza, Musha in Rwamagana and Nyamata in Bugesera.
- Planning promotion strategies and campaigns for Glow and Healthy Glow programs.
- Writing and producing presentations for trainings and assist mentors in their reporting processes.
- Organizing and attending promotional events such as open days, exhibitions, tours and visits.
- Providing visitors with information about Glow and Healthy Glow Programs in close collaboration with Partnership Director
- Design communication materials and make sure they are ready in all format- Namely documents, pictures, card, videos, newsletters and Annual report
- Analyzing social media coverage and make sure our programs are communicating the content that is on the right track in the girls education arena.
- Coordination special project specifically Community Action Plans (CPA) with GLOW program Alumni
- Liaising with Glow and Health Glow mentors and assist with pictures, and video record during their weekly session.
- Participate in meeting of all Glow and Healthy Glow mentors once a week or as planned upon by the Partnership Director.
- Meet with Partnership Director to plan and troubleshoot any issues in the Glow and Healthy Glow program
- Fill out leadership surveys for each Glow and Healthy Glow member and facilitate the Glow and Healthy Glow student survey at the beginning and end of the Glow and Healthy Glow curriculum.
- Honor, all commitments made to the mentees and Ready for Reading.org.
- Serve as a positive role model by modeling desirable behaviors—e.g. patience, tolerance, and reflective listening.
- Be encouraging and supportive of the Glow and Healthy Glow members.
- Attend on-going trainings when needed or requested to do so by Ready for Reading and/or Global GLOW.
- Recognize role as a mandated reporter and report any problematic issues.

Glow and Healthy Glow Mentor Requirements:

- Minimum of bachelor Degree in Social work, Communication, Journalisme or other relate displines.
- Previous experience working with children in an informal or formal childcare setting preferred.
- Candidates that can excel in the areas of communication, public relations and video editing while demonstrating leadership skills.



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- Work experience gained within the Public Relation, Marketing, or Journalism is an added value.
- Desire to be proactive and create a positive experience for adolescent girls.

How to Apply.

The interested candidates should submit their application documents via email on HR@readyforreading.org not later than Friday May 7, 2021. **GLOW Program Officer** should be your application email subject.