



BARBARA BUSH
FOUNDATION *for*
FAMILY LITERACY

Job Title: Associate Programs Fellow
Reports to: Vice President Mission and Programs
Location: Washington, D.C.

About the Barbara Bush Foundation for Family Literacy

Former first lady Barbara Bush chose literacy as her life's work based on a simple, but powerful belief: "If more people could read, write, and comprehend, we would be that much closer to solving so many of the problems plaguing our society." Since she established the Barbara Bush Foundation for Family Literacy in 1989, research has continually proven her right, linking literacy to some of the most pressing issues facing our nation, including health care, the economy, and child welfare.

Over the past 30 years, the Barbara Bush Foundation has provided more than \$110 million in support for literacy programs in all 50 states and the District of Columbia, but there is still much work left to be done. Low literacy remains a silent and enduring crisis in America. Unmet literacy needs prevent 36 million American adults from fully engaging in our society as parents, workers, and citizens—impacting our nation today and for generations to come. Today, the Foundation is a public charity that remains committed to Mrs. Bush's vision, focused on harnessing innovation and the power of technology to expand access to services for the millions of American families in need.

About the Position

The Associate Programs Fellow is a 1-year term-limited and part time (25 - 30 hours) position whose primary responsibility is helping to support the Barbara Bush Foundation's programs including curriculum, research, and project-management activities as well additional project(s) as assigned. Reporting to the VP of Mission and Programs, this role will also support the CEO, COO, Sr. Advisor and other program staff on a project basis.

Key Responsibilities

- Collaborates with program staff on the design and implementation of new program offerings
- Assists with project management of program implementation projects for the Foundation
- Supports relationships with Foundation partners
- Assists in the development and implementation of surveys, assessments, and tools to improve Foundation programs and literacy outcomes
- Disseminates information by creating research briefs and writing reports and articles for the Foundation
- Reviews and assesses educational resources to determine if it might be applicable for our programming
- Contributes to the development of grants, proposals, and data reporting
- Works with staff and/or partners to provide accurate data for evaluations and grant reporting.

Key Qualifications

- Masters degree (or in progress) preferred
- Work experience in an program delivery and/or an education related field
- Strong project management, organizational, and problem-solving skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills with the ability to develop trusting, productive relationships with staff, partners and donors.

- Proficient skills in Microsoft Word
- Conducts all work in an ethical, honest, and professional manner; exercises high degree of discretion and diplomacy in dealing with confidential or sensitive matters and materials.
- Ability to execute tasks in a thorough, composed, accurate and timely fashion while managing multiple, competing priorities.
- Self-motivated, self-starting, team driven, customer service oriented, and a creative thinker.
- Cross-functional team player able to be flexible and adapt to different situations to meet the needs of the organization.
- Ability to work from home with limited supervision and adhere to tight timetables.

Culture and Values

The Barbara Bush Foundation is committed to honoring its 30-year history, while looking toward the future as an innovative thought leader in the field of adult literacy. We have a fast-paced, collaborative environment. Our organization values innovation, dedication, teamwork, and respectfulness.

We enjoy thinking big, but also working hard to deliver our best product. Our team is solutions-oriented, looking for someone who is always ready to deliver on ways to solve challenges, both internally and with external partners.

How to Apply:

Please email your cover letter and resume in confidence to jobs@barbarabush.org by August 24, 2020.

For more information about the Barbara Bush Foundation for Family Literacy, please visit www.barbarabush.org.