



Announcement: Miami-Dade Grade Level Reading Campaign Event Coordinator

The Children's Trust (The Trust) seeks an event coordinator (MDGLR) in Miami-Dade County. The successful vendor will help The Trust in its capacity as agency lead for MDGLR to enhance and elevate youth literacy.

Scope of Work Deliverables

Event Planning

Specific deliverables will include, but are not limited to:

- Create and update templates for promotional fliers
- Manage promotion of events
- Communication with website designer (edit PDFs, logo)
- Manage promotion of workshops
- Create a calendar of in-person and virtual events
- Manage website updates
- Coordinate host trainings
- Employ and manage a team of trilingual countywide workshop facilitators
- Coordination of sponsors for incentives
- Coordination of distribution of incentives
- Become an expert trainer and lead host trainings
- Host RSGM workshops as needed (minimum of 3) in the month of March
- Host minimum of 3 facilitator trainings (including assembling a team of expert host trainers (train the trainer model)
- Support events that may occur on weekends and evening events
- Manage procurement of items needed for MDGLR campaigns
- Selected vendor must be available to represent The Trust during weekends and/or evening hours upon request.

- Oversee the delivery of trainings and workshops and make adjustments as necessary to ensure they are delivered to specifications and high standards
- Co-Host Battle of the Book event
- Create Battle of the Book lesson plans
- Provide coaching to providers on Battle of the Book lessons
- Create Kahoot questions for the Battle of the Book event

Administrative Support

Specific deliverables will include, but are not limited to:

- Coordinate 2-3 in-person community events
- Assist with preparing, managing and follow up of MDLGR meetings and reports
- Coordinate recurrent check-ins with MDGLR chairs and partners
- Manage communication for the Miami-Dade Grade Level Reading Campaign, as needed
- Create agenda for weekly/monthly committee meetings
- Answer messages from the RSGM website
- Review and update the RSGM surveys (host and participants)
- Compile and present data presentation on the impact of RSGM
- Communicate with MDGLR partners about important and upcoming information
- Arrange partner presentations and guest speakers on literacy innovation
- Manage deadlines and progress
- Collect and analyze feedback from customers and other project users to gauge satisfaction and success

Term of Engagement:

The term of this engagement is January 30, 2024 through July 30, 2024.

To be considered, proposals must include qualifications and expertise, fees, and 2 professional references with contact information for the expected tasks and deliverables above for 6 months from February through June 2024.

Please forward all proposals and supplemental materials no later than January 15, 2024 noon EST, to Danielle Barreras, Associate Director of Community Engagement at danielle@thechildrenstrust.org.