



826DC, a unique nonprofit youth writing center located in Columbia Heights, seeks a visionary youth development professional to serve as our On-Site Programs Manager and help to thoughtfully shape the next chapter of our programming.

826DC is dedicated to teaching creative and expository writing to students ages 6 to 18, and to helping teachers inspire their students to write. 826DC's programs are based on the understanding that great leaps in learning can occur with one-on-one attention, and that writing skills are fundamental to future success. 826DC is part of a national network of 826 chapters, founded by the award-winning author Dave Eggers, and was voted one of the top 30 companies to work for by *GOOD Magazine*. Since opening in 2010, 826DC now delivers its award-winning writing education and publishing opportunities to more than 4,000 District students per year.

### **Position Description**

826DC seeks a highly motivated self-starter to join our team as the On-Site Programs Manager (OSPM), leading or overseeing all on-site activities, including the After-School Tutoring and Workshops programs. The ideal candidate will have a collaborative and can-do attitude, the ability to design and implement dynamic and rigorous writing programming with a focus on Diversity, Equity, and Inclusion, and experience with out-of-school time education and/or youth development. Spanish speaking applicants are highly preferred. This person will work closely with the Executive Director to ensure that 826DC further cultivates its bright, nimble, and inclusive culture through on-site policy and programming decisions. This position reports directly to the Executive Director and manages the Programs Assistant.

### **Primary Responsibilities**

#### ***After-School Tutoring***

- Crafting and leading 826DC's After-School Tutoring (AST) Program including recruitment, registration, student, family and volunteer support, program policy development, and administration;
- Designing meaningful writing curricula and related program activities in consultation with volunteers and the Programs Department;
- Working closely with the Volunteer Coordinator (VC) to manage and schedule volunteers;
- Maintaining a safe and welcoming environment for students, volunteers, and staff and upholding AST culture in alignment with 826DC's Core Values;
- Ensuring student exposure to external constituents (visiting authors, artists, etc.) through a deep connection to the DC community;
- Ensuring student success by tracking progress and assessing student outcomes in alignment with both AST outcomes and broader 826DC outcomes; and
- Developing professional publication opportunities for AST writing and building a culture of celebration and community engagement around AST publications.

#### ***Workshops***

- Overall design and management of the three main arms of Workshops – Saturday Workshops, Community Partner Friday Workshops, and Teen Writing Lab – and developing systems that cohesively align these components;
- Management of administrative functions of Workshops, including coordinating, scheduling, outreach, registration, volunteer training, and partner cultivation;
- Leading the curriculum design process in consultation with volunteers and community partners and supporting volunteers in the development of workshop curricula and execution; and
- Overseeing Workshops publications and ensuring alignment with quality standards across all 826DC programs.

## **General Program Administration and Support**

- Development of a strategic pipeline between programs in service to increased student dosage;
- Management of the Programs Assistant (PA), including supporting PA's success via goal setting, regular check-ins, performance reviews, and support as needed;
- Oversight of the Field Trips program via the PA's coordination of the Field Trips program;
- Monitoring and ordering office supplies;
- Collaboration with the Programs Department team to ensure alignment with 826DC goals and mission;
- Collaborating with 826 National when necessary and performing tasks as reasonably requested by 826DC's Executive Director;
- Actively contributing to the positive development of 826DC staff culture, core values, and norms; and
- Supporting in other duties as assigned.

## **Qualifications**

- Speaks and writes Spanish fluently or at an advanced level (strongly desired).
- Communicates effectively with diverse groups.
- Possesses experience teaching writing and tutoring students ages 6 to 18.
- Strong organizational and administrative skills.
- Demonstrated competence in MS Office and experience with Adobe Design Suite.
- Ability to work effectively with a wide variety of people in a fast-paced environment with multiple priorities and frequent deadlines.
- Believes enthusiastically in the mission of 826DC
- The patience, stamina, and flexibility to work effectively in a busy, active environment.
- A team player willing to stretch boundaries to do what is necessary for the success of the organization, from thinking strategically to emptying wastebaskets.
- A creative mind, lively sense of humor, optimistic and cheerful disposition
- A good-natured person who enjoys hard work and contributes a positive energy to the organization.
- Is able to effectively delegate tasks, inspire volunteers, and work with a variety of personalities.

The On-Site Programs Manager will work full-time Monday through Friday (10 AM to 6 PM; 7 PM on Wednesdays), with some Saturdays and evenings as program schedule requires. Salary commensurate with experience. 826DC offers a complete benefits package that includes health care, vacation time and sick time.

## **How to Apply**

**This position has an anticipated start date of May 1, 2017.** Interested parties should send a resume, cover letter, and three references to the following. Please include "On-Site Programs Manager Applicant" in subject.

Zachary Clark  
Executive Director  
826DC  
3333 14th Street NW m120  
Washington, DC 20010  
[HR@826DC.ORG](mailto:HR@826DC.ORG)

826DC is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are encouraged to apply.

Interviews will be scheduled on a rolling basis. No phone calls, please. Select applicants will be contacted directly to schedule an interview.

*It is the policy of 826DC that employment shall be based on merit, qualifications, and competence and that employment decisions shall be made without regard to an applicant's or employee's gender, race, color, age, sex, sexual orientation, familial status, religious creed, national origin, ancestry, medical condition, marital status, gender identity, or disability, except where certain characteristics are essential bona fide occupational requirements or where a disability is a bona fide occupational disqualification, as required by law.*