



826DC Special Projects Associate

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| Position Title: | 826DC Special Projects Associate (contractor position) |
| Employment Type: | Contractor (30 hr/wk); Temp (February – September 2019) |
| Reports To: | Executive Director |
| Department: | Programs |
| Start Date: | February 2019 |

826DC is an award-winning youth writing and publishing center that has operated in the District of Columbia since 2008. We believe that great leaps in learning can happen with one-on-one attention and that all youth deserve the opportunity to widely share their stories through writing. In service to our commitment to amplifying student voices, 826DC's young authors have been featured in eleven professional anthologies, *The New York Times*, *The Washington Post*, and on NPR and CBS News.

The Special Projects Associate (SPA) is a temporary, part-time contract position that will support 826DC's grant-funded programming initiatives in 2019. The position is 30 hours per week, beginning in early February 2019 and concluding on September 30th 2019. The SPA will focus on leading or supporting four programmatic initiatives: (1) leading the expansion of 826DC's visiting author program, (2) coordinating the acquisition and distribution of literature to partnering classrooms, (3) supporting 826DC's two-week summer program, and (4) coordinating and leading select in-school writing workshops with partnering organizations. The SPA will work closely with the Executive Director and will collaborate with the Programs Department to execute high-quality programming in line with 826DC's vision and values.

Responsibilities

- Leads the expansion of 826DC's **visiting authors program**, including but not limited to: author solicitation, partner teacher solicitation, coordination with the Programs Department to determine how to best leverage author involvement across programs, management of the author stipend payment process, workshop and curriculum development in collaboration with visiting authors, and program evaluation.
- Works with the Executive Director and the Programs Department to **purchase and distribute relevant literature** across programs in order to enhance visiting author engagement and in-school writing workshops. The SPA will establish a book solicitation and purchasing process that prioritizes publications from local authors and stories that reflect the experiences of DC students. The SPA will be charged with managing the budget associated with this initiative.
- Supports the design and execution of 826DC's **two-week summer writing workshop** in July 2019, focusing on author engagement and publication opportunities for DC students.



- Works with 826DC's In-School Programs Manager to **develop in-school writing workshops** as needed, focusing on expansion in Wards 7 and 8 and on leveraging author involvement in curriculum planning.
- Other duties as assigned within the scope of special projects, including collaborating with the Development Department to share projects with the broader 826DC community.

Qualifications

- Possesses curriculum or workshop development experience in a school or community-based setting
- Possesses experience working with youth ages 6 through 18
- Possesses strong writing skills
- Communicates effectively across diverse groups, including among students, families, and teachers
- The patience, stamina, and flexibility to work effectively in a busy, active environment
- Strong organizational and administrative skills required; experience in program coordination or management preferred
- Spanish-speaking ability preferred
- Connection to the DC literary community preferred
- The ideal candidate is a good-natured individual who enjoys hard, meaningful work and contributes a positive energy to the organization and to our partner constituents

Compensation

This is a grant-funded position paying \$20.00 per hour and is budgeted at 30 hours per week during the timeframe outlined above. The SPA's hours will be determined by program needs; otherwise, the individual in this contract position will have a high degree of autonomy in determining work hours on- and off-site.

To Apply

Please send a cover letter and resume to HR@826DC.ORG with the subject "826DC Special Projects Associate" by January 25th 2019. We will reach out to selected candidates in late January to coordinate interviews. No phone calls, please.

Individuals of all ages and backgrounds are encouraged to apply. 826DC is an affirmative action and equal opportunity employer, and strongly encourages persons of color, women-identifying persons, LGBTQIA persons, and persons with disabilities to apply for this contract position.