



826DC Public Programs Coordinator

Position Title: 826DC Public Programs Coordinator (contractor position)
Employment Type: Contractor (10-15 hr/month); Temp (February – September 2019)
Reports To: Development and Communications Manager
Department: Development
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 Public Programs Coordinator (PPC) is a part-time contract position that will manage and execute 'the lowercase,' 826DC's volunteer and community-focused monthly open mic reading series. The PPC will work closely with the Development and Communications Manager to publicize the lowercase and to keep the series mission-adjacent and in-line with the organizational goals of 826DC. The position is roughly 10-15 hours per { [] } c@ starting in February 2019 and concluding on September 30th, 2019.

Responsibilities: Management and Execution of the lowercase

- Outreach to local authors and writers;
- Promotion of all events related to the lowercase via existing and new channels;
- Administrative functions related to the lowercase, including but not limited to invoice solicitation, payment schedules, MOU development, coordination with the venue, featured reader, and host;
- In collaboration with the Development and Communications Manager, review and execute existing lowercase objectives and strategic plan; brainstorm and then lead the implementation of methods to enhance the impact and reach of the existing lowercase program;
- Curation of current 826DC student writing to share during the lowercase;
- Support to the lowercase host and featured readers, as needed;
- Other duties as assigned and as time permits.

Qualifications

- Strong organizational and administrative skills required;



- Event planning/coordination/management experience required;
- Connection to the DC literary community strongly preferred;
- Marketing experience preferred;
- Comfortable with public speaking;
- Communicates effectively across diverse groups;
- The ideal candidate is a good-natured individual who enjoys hard, meaningful work and contributes positive energy to the organization and to our partner constituents.

Compensation

This is a contract position paying \$20.00 per hour, to be paid monthly, and budgeted at 10-15 hours per month during the timeline listed above.

The PPC will determine their own work schedule and convey this to the Development and Communications Manager. The PPC has the option to work remotely or onsite, with the expectation that they will be available for each lowercase event (currently the first Wednesday of each month).

To Apply

Please send a cover letter and resume to HR@826DC.ORG with the subject “826DC Public Programs Coordinator” by February 15th, 2019. We will reach out to selected candidates in late February 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.