



## **Young Authors' Book Project Manager**

**Employment Type:** Part-time (20 hours/week), salaried, exempt.  
Remote during COVID-19

**Reports To:** Director of Education

**Department:** Programs

**Start Date:** September 2020

826DC, a unique nonprofit youth writing center located in Columbia Heights, seeks a visionary youth development professional to serve as our Young Authors' Book Project 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. Since opening in 2010, 826DC now delivers its award-winning writing education and publishing opportunities to more than 2,500 District students per year and has professionally published twelve anthologies of student writing.

### **Position Description**

The Young Authors' Book Project Manager leads our Young Authors Book Project (YABP) and will support other in-school residency programs, work that is central to our mission. This individual, in collaboration with partner teachers, develops and executes 826DC's year-long residency program, The Young Authors' Book Project, and oversees the design of its culminating publication on an annual basis.

The Young Authors' Book Project Manager is also tasked with supporting and running select numbers of our shorter In-School residencies throughout the school year working with teachers in DCPS and DCPCS classrooms to execute the creation of high-quality curriculum, including any publication projects that emerge as part of an in-school writing residency. This position will also support other projects across the programs team as assigned.

This position reports to the Director of Education, will work closely with the other members of the programs team and will manage an intern or work-study student throughout the year.

### **Duties and Responsibilities**

#### **Young Authors' Book Project**

- In collaboration with teacher partners and with support from 826DC volunteers and interns, develop and execute the scope and sequence for the YABP curriculum, including the development of lesson plans, mentor texts, and writing activities;
- In collaboration with volunteer designers and illustrators, manage the editorial process, book design and layout, and production schedule for YABP in order to release at least one book annually by the close of the academic year;
- Work closely with the Volunteer Engagement Specialist to assist in scheduling volunteers for YABP sessions and publication responsibilities;
- Ensure YABP program includes guest author visits, drawing from 826DC's relationship with the literary community;
- In collaboration with the Director of Education, manage the budget for all YABP activities;

- In collaboration with partner teachers, 826DC staff, and community partners, develop the annual YABP book release strategy at the conclusion of the school year; and
- Ensure program quality is maintained throughout.

### **In School Residency Support**

- Establishing meaningful collaboration with partner educators, key volunteers, and interns and aligning volunteer and intern skill-sets with program needs;
- Execute the creation of high-quality curriculum for all In-School programming, including the any publication projects that emerge as part of an in-school writing residency;

### **General Program Administration and Support**

- Collaborate with the Programs Department team to ensure YABP remains in alignment with 826DC goals and mission, including participation in regular meetings, professional development, and retreats;
- Support administrative functions as necessary, including basic evaluation requirements as well as student and school data management;
- Collaborate with 826 National when necessary and perform tasks reasonably requested by 826DC, including participation on network-wide cohort calls;
- Actively contribute to the positive development of 826DC staff culture, core values, and norms; and
- Support other duties as assigned with a strong work ethic, willingness to collaborate, and a strong sense of humor.
- Other duties as assigned.

### **Qualifications**

- Speaks and writes Spanish fluently or at an advanced level (strongly desired).
- At least 1 year experience teaching writing and developing curriculum to students ages 6 to 18 in school or community based setting.
- Demonstrated competence in MS Office and experience with Adobe Design Suite. Experience with graphic design, editorial processes, and publication layout is a plus.
- Communicates effectively with diverse groups.
- Strong organizational and administrative skills.
- Experience with project management is a plus.
- Ability to work effectively with a wide variety of people in a fast-paced environment with multiple priorities and frequent deadlines.
- Ability to work effectively independently and collaboratively.
- 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.
- Is able to effectively delegate tasks, inspire volunteers, and work with a variety of personalities.

The YABP Manager will work part-time and will work with their supervisor to set hours that fall between 9am to 5pm Monday through Friday with some Saturdays and evenings as program schedule requires. The salary is \$23,500 and 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 the first week in September. To apply, please send a cover letter and résumé to [Andrea@826dc.org](mailto:Andrea@826dc.org) with the subject line “826DC Young Authors Book Project Manager”. We will reach out to selected candidates on a rolling basis to coordinate interviews. No phone calls, please.

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