



826DC Programs Administration Coordinator

Employment Type: Part-time (20 hours/week), salaried, exempt

Reports To: Director of Education

Department: Programs

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.

The Programs Administrative Coordinator will play a critical role in supporting the operations of 826DC's programs. This position will work closely with the Director of Education and will collaborate with all members of the programs team in areas of student support recruitment and retention, data collection, analysis and management and scheduling key programs with teachers and other community partners across the city. 826DC maintains a human-centric, collaborative, and flexible workplace culture and is looking for an individual who can support the organization in upholding these values.

Responsibilities

Program Administration

- Ensure that volunteers and interns follow 826DC policy by tracking participation in trainings and fielding questions and concerns.
- Support the clearance and background check process, and follow standard procedures for clearance expiration notification.
- Coordinate relevant evaluation activities, including but not limited to: administration of 826DC volunteer feedback surveys, and tracking and analyzing volunteer time contribution.
- Maintain 826DC's volunteer database on a regular basis and as programming requires, including but not limited to using Salesforce for the following activities: tracking DCPS clearance, generating reports for programmatic use, and monitoring student registration forms.
- Serve as the primary individual responsible for scheduling 826DC Field Trips and support scheduling of other programming as needed.



Volunteer and Intern Cultivation & Engagement

- With support from the Community Programs Manager, schedule volunteer orientations for on-site and off-site execution.
- Serve as the first point-of-contact for volunteers interested in 826DC, and as the secondary point-of-contact for volunteer and intern engagement in 826DC programs and projects.
- Support the scheduling of intern interviews and onboarding.
- Collaborate with programs staff to schedule and engage volunteers and interns for all programs.
- Engage volunteers in a frequent, friendly, clear, and supportive manner via email, phone and in person.
- Coordinate the volunteer newsletter process.

Miscellaneous:

- Work closely with the staff of 826 National, as assigned.
- Provide other services as reasonably requested.

Qualifications

- At least 1 year of experience in an administrative role.
- Proficiency in Microsoft Office and Google Suite; Adobe preferred.
- Database management (Salesforce) strongly preferred
- Excellent verbal and written communications skills with people of diverse backgrounds.
- Proven ability to organize and prioritize work.
- Proven ability to work independently with little supervision.
- Excellent interpersonal skills.
- Associate's or Bachelor's degree from an accredited college/university required, or current enrollment, or equivalent work experience.

Compensation:

The Coordinator will work part-time at 20 hours per week. Regularly scheduled hours 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 employee sponsored health care, a generous vacation and sick leave policy, 401K match, and ongoing professional development opportunities.

How to Apply

This position has an anticipated start date by the middle of August. To apply, please send a cover letter and résumé to Andrea@826dc.org with the subject line "826DC Programs



Administrative Coordinator”. We will reach out to selected candidates to coordinate interviews. No phone calls, please.

Position opened until filled. Interviews will be scheduled on a rolling basis.

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.

Physical and mental demands: While performing the duties of this job, the employee is frequently required to stand, walk, sit, and occasionally lift and/or move up to 25 pounds. Pursuant to our values of inclusion, reasonable accommodations can be made regarding these requirements.