



826DC Education Director

Employment Type: Full-time, salaried, exempt
Reports To: Executive Director
Department: Programs
Start Date: Spring 2019

826DC is an award-winning youth writing and publishing center serving students ages 6 to 18 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 share their stories widely 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.

826DC is part of a national network of youth writing centers, 826 National, which was founded by author Dave Eggers and veteran educator Nínive Caligari and was voted one of the top 30 companies to work for by *GOOD Magazine*. 826 National has garnered the American Literacy Prize from the Library of Congress for its pioneering work to eradicate illiteracy in the United States, and 826DC was honored with the Mayor's Arts Award for Outstanding Contribution to Arts Education in the District of Columbia.

826DC seeks an experienced educator to lead the organization's programming into its next chapter. The ideal candidate will possess meaningful experience in classroom education and curriculum development, exceptional writing skills, a genuine spirit of creativity and collaboration, a deep understanding of the DC educational landscape, a track record of effective management and program direction, and a commitment to amplifying the voices of youth in the District through rigorous and imaginative writing education. The Education Director will report directly to the Executive Director and manage a team of three talented youth development professionals.

Responsibilities

Program Department and Personnel Management

- Manage, coach, and support the Programs Department team, which consists of three full-time staff members, and serve as the Programs Department liaison on the leadership team;
- Provide thoughtful departmental oversight and ensure programmatic integrity across all six of 826DC's program tracks (In-School Writing, Editing, and Publishing; the Young Authors' Book Project, Reading All Stars, After-School Writing Lab; Field Trips; and Workshops) by facilitating staff evaluations, conducting site observations, and monitoring program dashboards;



- In collaboration with the Executive Director and the Programs Department team, define and monitor progress toward annual program goals in alignment with 826DC's vision, mission, and strategic plan;
- Directly manage 826DC's Reading All Stars (RAS) program with the support of the RAS lead volunteer team;
- Ensure that programming resource needs such as supplies, professional development, and volunteers are communicated to the Executive Director and procured accordingly;
- Support the Executive Director and programs team in monitoring programs-related budgets;
- Support the Community Programs Manager and Volunteer Engagement Specialist in thoughtfully growing 826DC's volunteer and intern program;
- Support publication projects as necessary;
- Develop and maintain the culture of the Programs Department, ensuring its alignment with 826DC's organizational values and upholding a culture of learning;
- Serve as the lead staff member responsible for all evaluation efforts, including liaising with 826 National to ensure accurate reporting of evaluation data; and
- Support the execution of key programs as needed, including but not limited to summer programming and in-school expansion with a focus on Wards Seven and Eight.

Curriculum Development and Oversight

- Provide strategic curriculum development guidance to the Programs Department team, including reviewing lesson plans, providing constructive feedback, aligning 826DC curriculum to classroom learning standards, and developing original lesson plans as necessary;
- Develop training materials and lead staff workshops relating to relevant topics such as pedagogy, curriculum development, and classroom management;
- Ensure that lesson plans and other teaching collateral are regularly reviewed and compiled into a program resource guide;
- Serve as a curriculum coach to the Programs Department team, proving expertise and oversight in service to staff professional development and programmatic quality control; and
- Develop 826DC's training program by designing and facilitating workshops for institutional and teaching partners, as needed.

Partnership Development

- Support the Programs Department and the Executive Director in recruiting authors to serve as guest writers, writing mentors, and volunteers across programs;
- In collaboration with the Programs Department, oversee the partnership recruitment process, including MOU (partnership agreement) development, and management of the contractor process within the Programs Department (including illustrators, designers, visiting authors, and others);
- Attend partnership meetings and site visits with Programs Department staff as necessary; and
- Serve as the lead programs representative to DCPS and DCPCS, 826 National, the 826DC educator advisory board, and 826DC's Development Department.



This individual will support the Executive Director as needed and will be responsible for other duties as assigned. The Education Director's leadership will reflect 826DC's core values across all responsibilities.

Qualifications

- Bachelor's degree in education, creative writing, or a related field required; Master's degree preferred;
- A minimum of three years teaching writing to students ages 6 to 18, ideally in a classroom setting;
- Exceptional project and personnel management skills, including demonstrated experience managing a team of professionals;
- Understanding of and investment in the values of Diversity, Equity, and Inclusion within a professional setting;
- Experience writing curricula for K-12 students (teaching certification preferred);
- Exceptional organizational, written, and communication skills required;
- Strong computer and software skills, including experience with Microsoft Office, Adobe, Salesforce, and records management;
- Experience in publishing or familiarity with the book design process preferred;
- Proficiency in Spanish strongly preferred;
- Experience in educational and/or program evaluation strongly preferred;
- Experience in partnership development strongly preferred;
- An enthusiastic belief in the mission of 826DC and commitment to supporting DC students through thoughtful and impactful educational programming.

Compensation

826DC offers a competitive salary commensurate with experience. Compensation package includes health care reimbursement, a generous vacation and sick leave policy, 401k match, and ongoing professional development opportunities.

To Apply

Please send a cover letter, résumé, and a 1-2 page writing sample to HR@826DC.ORG with the subject "826DC Education Director." We will reach out to selected candidates to coordinate interviews on a rolling basis. 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.