



826DC Community Programs Manager

Employment Type: Full-time, salaried, exempt
Reports To: Education Director
Department: Programs
Start Date: August 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 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 veteran educator Nínive Caligari and author Dave Eggers 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.

JOB PURPOSE

The Community Programs Manager (CPM) is responsible for ensuring high-quality, engaging, and imaginative writing programming through two key tracks of 826DC: the After-School Writing Lab and Workshops programs. In collaboration with the Education Director and the Programs team, this position sets the programmatic vision for After-School Writing Lab and Workshops, executes the organization's community partnership strategy, develops relevant curricula and educational activities, and actively builds a culture of learning for students, staff, and volunteers as a member of the Programs department. The CPM directly manages a cohort of 2-4 interns per semester as well as one (1) federal work study student, pending availability.

DUTIES AND RESPONSIBILITIES

MANAGEMENT OF THE AFTER-SCHOOL WRITING LAB PROGRAM

The CPM will ensure the successful execution of 826DC's After-School Writing Lab (AWL) program via the support of a cohort of volunteers and interns. Activities include, but are not limited to:

- Coordinating the AWL calendar, including programming days, open houses, book release parties, field trips, and volunteer trainings as needed;
- Working with volunteers to design, write, and implement writing activities and educational curricula;
- Maintaining a roster of enrolled students and registered volunteers;
- Maintaining a safe and secure environment for students and tutors grounded in 826DC's core values;
- Developing and cultivating positive relationships with student families; and
- Publishing chapbooks of student work and supporting the publishing of 826 National projects, when appropriate.

MANAGEMENT OF THE WORKSHOPS PROGRAM

With a focus on building out Community Partnerships, the CPM will ensure the successful execution of 826DC's Workshops (WS) program via the support of a cohort of volunteers, interns, and work study students (pending availability). Activities include, but are not limited to:

- Coordinating the WS calendar, including programming days, open houses, book release parties, field trips, and volunteer trainings as needed;
- Overall design and management of Teen Writing Lab and Saturday Workshops with a focus on high-quality and relevant writing education and support;
- Management of administrative functions of the WS program, including coordinating, scheduling, outreach, registration, volunteer training, and partner cultivation;
- Leading curriculum design process in consultation with volunteers and community partners and supporting volunteers in the development of workshop curricula and execution;
- Partnering with writers to develop curricula and schedule meaningful author visits across workshops;
- Executing 826DC's Community Partnership strategy as part of the WS program, including outreaching to new and existing community-based institutions to run meaningful programming throughout DC.

GENERAL PROGRAM ADMINISTRATION AND SUPPORT

As part of developing and increasing 826DC's program goals, the CPM, with the support of the Programs team, will perform tasks including, but not limited to:

- Maintaining a safe and inclusive environment during on-site and off-site programming students as relates to 826DC's core values;

- Working closely with the Volunteer Coordinator to schedule appropriate volunteers for programming and supporting the training of interns and volunteers as necessary;
- Facilitation of assessment within AWL and WS programs in accordance with broader 826DC evaluation strategy;
- Supporting strategic pipeline between on-site, community-based, and school-based programs in service to increased student dosage;
- Maintenance of accurate records related to student publishing and media permission;
- Collaboration with full Programs Department team to ensure alignment with broader 826DC program and mission;
- And other duties as assigned and reasonable within the scope of the aforementioned job description.

Qualifications

- Possesses exceptional organizational and administrative skills;
- Experience designing educational activities for K-12 students either in a school or community-based setting as well as experience tutoring or mentoring students ages 6-18;
- Communicates effectively with diverse groups, including families, teachers, volunteers, and students;
- Ability to work effectively with a wide variety of people in a fast-paced environment with multiple priorities;
- A team player with an interest in collaborative workflows as a member of a dynamic team;
- Speaking and writing Spanish at an advanced level is a plus;
- Experience with design software (such as InDesign and Photoshop) for publication purposes is a plus;
- The ability to delegate tasks, inspire volunteers, and work with a variety of personalities; and
- Believes enthusiastically in the mission of 826DC.

Compensation

The salary range for this position is \$42,000 - \$45,000. 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 and résumé to HR@826DC.ORG with the subject "826DC Community Programs Manager." We will reach out to selected candidates 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.