



## 826DC Community Programs Manager

Employment Type: Full-time, salaried, exempt  
Reports To: Director of Education  
Department: Programs  
Start Date: June 2022

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 Ninive 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 managing two lines of our work in non-school settings: our After-School Writing Lab and our Student Support program (formerly our Volunteer program). The CPM will ensure we offer high-quality, engaging, and imaginative youth writing programming through our After-School Writing Lab and support for students across our programs with management of our volunteer, intern and mentorship program.

In collaboration with the Education Director and the Programs team, this position sets the programmatic vision for After-School Writing Lab, 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. This role will work closely with the Director of Education and the program team to set the strategic direction for 826DC's Student Support program including developing strategies and systems for implementing

recruitment and retention efforts citywide, training intern and federal work study hires, further developing the organization's University Engagement Program, and reimagining and executing training and engagement practices for all volunteers and mentors.

The CPM directly manages a cohort of one to three interns and/or federal work study students per semester, pending availability and program needs. This position reports to the Director of Education. A portion of administrative coordination will be provided by the Programs Coordinator, which supports all members of the Programs Department.

## **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:

- Creating the AWL calendar, including programming days, open houses, book release parties, field trips, and volunteer trainings as needed;
- Designing, writing, and implementing writing activities and educational curricula, supported by volunteers;
- Recruiting and retaining 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 writing each semester and supporting the publishing of 826 National projects, when appropriate.

### **MANAGEMENT OF THE STUDENT SUPPORT PROGRAM**

With a focus on building out mentorship support for programs across 826DC, the CPM will ensure the successful execution of 826DC's Student Support program, which is comprised of three tracks: the volunteer program, internship program, and federal work study partnerships. Primarily responsibilities to include:

- Working with Director of Education to research effective mentoring models aligned with 826DC strategic plan and develop recruitment, retention and training related to chosen model

- Design and co-lead all volunteer orientations, information sessions and subsequent trainings.
- Develop new avenues for ongoing training to support volunteers across programs
- Lead the growth of a sustainable and diverse volunteer and intern base through partnership development supported by Director of Education
- Actively recruit volunteers and interns from diverse backgrounds.
- Develop systems to institutionalize best practices for the 826DC intern program.
- Plan and execute mentor appreciation and culture building opportunities.
- Cultivate and steward 826DC interns, including leading the intern program, onboarding, training, and recruitment, supported by the Programs Coordinator and hiring managers.

## **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 Programs Coordinator to schedule appropriate volunteers for programming and supporting the training of interns and volunteers as necessary;
- Facilitation of assessment within AWL and Mentorship/Volunteer programs in accordance with broader 826DC and 826National evaluation strategy;
- 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;
- Minimum of 1 year of experience designing educational activities for K-12 students either in a school or community-based setting;
- Experience Communicating effectively with diverse groups, including families, teachers, volunteers, partners and students;
- Ability to work effectively with a wide variety of people;
- 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.
- Aligned with DC government guidance, 826DC requires proof of COVID-19 vaccination for all staff, including the person hired for this role.

### **Compensation**

The salary for this role is \$50,000. Compensation package includes 100% medical / dental / vision coverage, a generous vacation and sick leave policy, 401k match, and ongoing professional development opportunities.

### **To Apply**

Please send a cover letter and resume to [HR@826dc.org](mailto:HR@826dc.org) with the subject "826DC CPM Applicant." We will reach out to selected candidates to coordinate interviews. No phone calls, please. Position is open until filled.

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