



## **School Residency Coordinator**

**Employment Type:** Full-time, salaried, exempt.  
**Reports To:** Associate Director of School Programs  
**Department:** Programs  
**Start Date:** July 2022

826DC, a unique nonprofit youth writing center located in Columbia Heights, seeks a visionary youth development professional to serve as our School Residency 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 thirteen anthologies of student writing.

### **Position Description**

The School Residency Coordinator executes and coordinates 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, works to execute 826DC's year-long residency program, The Young Authors' Book Project, and coordinates the design of its culminating publication on an annual basis.

The School Residency Coordinator 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 reports to the Director of Education, will work closely with the other members of the programs team and will manage two to three interns or work-study students each semester.

### **Duties and Responsibilities**

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

- Execute weekly residency sessions during the Fall and Winter with cohort of student authors
- Support Associate Director of School Based programming with curriculum and assessment design.

- In collaboration with volunteer designers and illustrators and with support of Associate Director of School Based Programs, manage the editorial process, book design and layout, and production schedule for YABP in order to release at least one book by the close of the academic year;
- Work closely with Programs Operations Manager and Community Programs Manager to assist in scheduling volunteers for Field Trip programming; and
- Ensure YABP program includes guest author visits, drawing from 826DC's relationship with the literary community;
- 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**

- Support the execution of select In-School writing residencies through direct instruction, small group support and review of student work;
- Facilitate learning experiences for select In-School programming, including any publication projects that emerge as part of an in-school writing residency;
- Work closely with teachers to schedule, manage, and execute all Field Trips, including Storytelling & Bookmaking, Choose Your Own Adventure, and other Field Trips offered by 826DC throughout the school year;
- Manage the book design and publication process for all Field Trips and In-School publications as needed;
- When necessary, perform any tasks related to the successful execution of the Field Trip, including leading, typing, illustrating, or offering support in book production;
- Work closely with all program volunteers, ensuring they are having a positive experience;
- Work closely with Programs Operations Manager and Community Programs Manager to assist in scheduling volunteers for Field Trip programming; and
- Ensure program quality is maintained throughout.

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

- Collaborate with the Programs Department team to ensure In-School programming (including Field Trips, YABP, and other residencies) 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;
- Manage interns and FWS and participate in the semesterly hiring process;
- 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

- Some experience working with students ages 6 to 18 in school or community-based setting.
- Interest in developing professionally as an educator
- Speaks and writes Spanish fluently or at an advanced level (strongly desired).
- 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.
- Is able to effectively delegate tasks, inspire volunteers, and work with a variety of personalities.
- Aligned with DC government guidance, 826DC requires proof of COVID-19 vaccination for all staff, including the person hired for this role.

The School Residency Coordinator works full-time Monday through Friday (9 AM to 5 PM) with some Saturdays and evenings as program schedule requires. The salary is **\$48,000**. The compensation package also 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](mailto:HR@826dc.org) with the subject "826DC School Residency Coordinator." 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 individuals, LGBTQIA persons, and individuals with disabilities to apply for this position.