



## Education Director

**826 Boston, an award-winning nonprofit youth writing center located in Roxbury, Massachusetts, seeks a dynamic and creative educator with exceptional management skills to serve as its full-time Education Director. The ideal candidate is a team player with a track record of effectively directing and evaluating programs, a steadfast commitment to improving the quality of K-12 education, and a passion for youth empowerment through writing and publishing. The Education Director reports directly to the Executive Director. This is an exempt position.**

826 Boston is dedicated to teaching creative and expository writing to underserved students ages 6 to 18, and to helping Boston Public School teachers inspire their students to write. Our high-impact 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. 826 Boston is part of a national network of youth writing centers, founded by the award-winning author Dave Eggers, which was voted one of the top 30 companies to work for by *Good Magazine*. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to over 16,000 students and has been recognized by *The Boston Globe* as one of the best places in the city to volunteer. 826 Boston's youth writers have published their work in *The New York Times*, *The Boston Globe*, and in numerous award-winning 826 Boston books, including *A Place for Me in the World*, which was hailed as a "triumph of middle school education" by *The Boston Globe*. In 2014, the 826 network garnered the American Literacy Prize from the Library of Congress for its pioneering work to eradicate illiteracy in the United States.

826 Boston is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are encouraged to apply. For more information, please visit <http://www.826boston.org>.

### **Qualifications:**

- Bachelor's degree in education, creative writing, or related field required; Master's degree preferred;
- A minimum of three years experience teaching writing to students ages 6 to 18 in an urban setting;
- Exceptional project and personnel management skills;
- Experience developing writing curricula for students ages 6 to 18 (teaching certification preferred);
- Strong background in book publishing and/or familiarity with design process;
- Excellent organizational, written, and communication skills;
- Strong computer skills including Microsoft Office, Salesforce, and records management;
- Ability to travel to partner schools in Boston and 826 Boston satellite sites;
- Ability to lift and carry boxes weighing 20 lbs;
- Proficiency in Spanish preferred, though not required; and,
- An enthusiastic belief in the mission of 826 Boston.

## **Position responsibilities:**

### *Program and Personnel Management*

- Direct 826 Boston's in-school and out-of-school programs; ensure progress towards annual and strategic planning goals;
- Oversee major publishing projects; expand upon 826 Boston's library of innovative, professionally designed collections of student writing;
- Oversee the hiring and training of program staff and service members; supervise program managers and volunteer manager;
- Collaborate with partner teachers and administrators to develop engaging writing curricula and initiatives;
- Actively support the expansion of existing programs, such as the 826 Boston Writers' Room;
- Oversee College Essay Boot Camp, an annual event at Northeastern University, and other program-related events, including book release parties;
- Coordinate the program elements and youth participation in 826 Boston's annual fundraising and community events;
- Visit and observe 826 Boston satellite sites on a regular basis to ensure quality and effectiveness;
- Oversee 826 Boston internship program;
- Support Executive Director as needed.

### *Data Collection and Evaluation*

- Set annual program goals with staff and service members; evaluate progress in dashboards and operational work plans;
- Organize and lead quarterly reporting sessions;
- Manage data collection, including annual chapter reports to 826 National;
- Collaborate with Executive Director and development team to collect and document program impact.

### *Community Partnerships*

- Build, cultivate, and manage relationships with Boston Public Schools, universities, and other community partners;
- Serve as main agency contact to partner service organizations, such as MSA Commonwealth Corps and AmeriCorps VISTA;
- Oversee and develop relationships with contractors (i.e. designers, copy editors, printers);
- Represent the 826 Boston chapter publicly at relevant conferences and community meetings;
- Serve as the chapter's programmatic liaison to 826 National.

## **Application Instructions**

To apply, please send a cover letter, resume, and one to two page professional writing sample to Jessica Drench at [hiring@826boston.org](mailto:hiring@826boston.org), with the subject reading "Education Director."

*The deadline for submitting applications for this position is February 1<sup>st</sup>, 2016. Please note that the hiring team will review applications on a rolling basis.*