



In-School Program Manager

826 Boston, an award-winning nonprofit youth writing center located in Roxbury, MA, seeks a dynamic educator and project manager to join its team.

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*. In 2013, the 826 network garnered the prestigious American Literary Prize awarded by the Library of Congress. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 15,000 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*. 826 Boston is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are encouraged to apply. For more information, visit <http://www.826boston.org>.

General Expectations:

Four days per week, the In-School Program Manager (ISPM) directs 826 Boston's Writers' Room, a satellite program housed inside the John D. O'Bryant School of Math and Science. Established in 2012, this initiative serves 1,500 students annually and operates in partnership with Northeastern University's Writing Program. The ISPM is also responsible for managing two staff or service members and for overseeing the delivery of 826 Boston's In-School Writing and Publishing program in Boston Public School (BPS) classrooms. This staff member works closely with and reports directly to 826 Boston's Associate Director.

826 Boston is searching for a candidate who possesses the following:

- 3+ years of experience teaching writing to high school and/or middle school students in an urban classroom;
- Expert ability to manage personnel and volunteers;
- Extensive experience developing writing curricula for students ages 6 to 18;
- Exceptional written and verbal communication skills;
- Experience publishing literary magazines, anthologies, and books;
- Strong project management and organizational skills;
- The ability to work independently and successfully operate a program at a satellite location;
- Familiarity with the Boston Public School system, particularly the schools in Roxbury, Dorchester, and Jamaica Plain;
- Enthusiastic belief in the mission of 826 Boston.

Candidates may also have experience in the following areas:

- Licensure in teaching high school English or another subject;
- Ability to use InDesign, Photoshop, and Illustrator;
- Experience teaching writing in the STEM disciplines;
- Experience managing partnerships with colleges and universities; and
- Proficient Spanish speaking ability.



Primary Responsibilities:

- Direct 826 Boston’s Writers’ Room at the John D. O’Bryant School of Math and Science and manage associated partnerships;
- Manage two staff or service members, who will deliver all in-school and workshop programming;
- Train and manage Writers’ Room personnel including 826 Boston volunteers and Northeastern University student tutors and administrative assistants;
- Serve as key liaison between 826 Boston, Northeastern’s Writing Program, and John D. O’Bryant High School students, staff, and administration;
- Manage In-School Writing and Tutoring Program including school selection, curriculum development, major publishing projects, and book release parties;
- Oversee relationships with teachers and administrators at other BPS schools;
- Track progress toward annual programming goals and report out on a regular basis;
- Support the Program Manager in developing, planning, teaching, and producing annual Summer Theater Camp with the American Repertory Theater;
- Develop new writing curricula, publishing projects, and collaborations with schools and partners;
- Administer 826 Boston’s scholarship program for graduating high school students;
- Provide support at 826 Boston’s College Essay Boot Camp, Boston Book Festival, and other outreach events;
- Support administrative and program staff as needed.

Benefits

Salary for this full-time position will be commensurate with experience. Benefits include 15 days of vacation, health insurance, dental insurance, and the option of a 403 B plan.

Application Instructions

Please send a cover letter, resume, three professional references, and a one-to-two-page professional writing sample to [hiring@826boston.org](mailto: hiring@826boston.org) with the subject reading “In-School Program Manager.”

The deadline for submitting applications for this position is August 15, 2015.

826 Boston will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. 826 Boston welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.