



## **826 Boston Writers' Room Coordinator** at the Jeremiah E. Burke High School

**826 Boston, an award-winning nonprofit youth writing center located in Roxbury, MA, seeks a creative team member with strong organizational skills to coordinate programming at one of its satellite Writers' Room sites.**

826 Boston is a nonprofit youth writing and publishing organization that empowers traditionally underserved students ages 6-18 to find their voices, tell their stories, and gain communication skills to succeed in school and in life. Our high-impact programs are based on the understanding that great leaps in learning can occur with individualized 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 19,000 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, please visit <http://www.826boston.org>.

This is a non-exempt, full-time position that reports directly to the Writers' Room Manager. Four days per week (Monday-Thursday), the 826 Boston Writers' Room Coordinator at the Burke High School in Dorchester directs the Writers' Room. On Fridays, the Writers' Room Coordinator works at 826 Boston's headquarters in Egleston Square.

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

- Three or more years of experience teaching and/or tutoring in writing to students grades 7-12 in an urban setting;
- Experience developing writing curricula for students ages 6 to 18;
- Strong written and verbal communication skills;



- Ability to identify opportunities for collaboration to strengthen work products;
- Ability to adapt to various working and management styles;
- Seeks to embody 826 Boston's values around diversity, equity, and inclusion;
- Ability to work independently and successfully operate a program at a satellite location;
- Familiarity with the Boston Public Schools system, particularly the schools in Roxbury, Dorchester, and Jamaica Plain;
- Ability to work in fast-paced environment, excellent time management and organization skills;
- Proficiency in Cape Verdean or Haitian Creole preferred; and
- Enthusiastic belief in the mission of 826 Boston.

**Highly qualified candidates have experience in the following areas:**

- Ability to use InDesign, Photoshop, and Illustrator;
- Journalism and/or book publishing;
- Licensure in teaching high school English or another subject.

**Primary responsibilities:**

- Coordinate programming at the 826 Boston Writers' Room at the Jeremiah E. Burke High School in Dorchester;
- Supervise 1-2 Writers' Room program assistants, who will provide direct service and perform administrative tasks;
- Translate project/initiative goals into individual responsibilities and delegate accordingly;
- Provide day-to-day support to team, differentiating styles based on individual reports/assignments;
- Communicate project progress to manager and seek counsel when help is needed to execute on goals;
- Train and manage Writers' Room volunteers, including Northeastern University student tutors;
- Serve as key liaison between 826 Boston, Northeastern University partners, and Burke students, staff, and administration;
- Support manager with coordinating Writers' Room publishing projects and book release parties;
- Track progress toward annual programming goals and report regularly;
- Support managers and education director to coordinate 826 Boston's College Essay Boot Camp events;
- Support the managers during summer youth programming;



- Support administrative and program staff as needed including participation in organization-wide outreach and fundraising events.

**Benefits**

Salary for this full-time, year-round position will be commensurate with experience. Benefits include 15 days of vacation, holiday break for all staff in late December/early January, health insurance, dental insurance, and the option of a flexible spending plan.

**Application Instructions**

Please send a résumé, cover letter, and a 1-2 page writing sample to [hiring@826boston.org](mailto: hiring@826boston.org), with “Burke Writers’ Room Coordinator” in the subject line. Deadline to apply is June 19, 2017.