



## 826 Boston Writers' Room Coordinator at the Boston International Newcomers Academy

**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 Literacy 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 22,000 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 Boston International Newcomers Academy (BINcA) in Dorchester directs the Writers' Room. On Fridays, the Writers' Room Coordinator works at 826 Boston's headquarters in Egleston Square.

### **Primary responsibilities:**

- Coordinate programming at the 826 Boston Writers' Room at Boston International Newcomers Academy 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 the team, differentiating styles based on individual reports/assignments
- Communicate project progress to manager and seek counsel when help is

needed to execute goals

- Manage Writers' Room volunteers, including university student tutors
- Serve as key liaison between 826 Boston, university partners, and BINcA students, staff, and administration
- Support the Education Director with coordinating Writers' Room collections, publishing projects, and book release parties
- Lead classroom publications and release parties
- Track progress toward annual programming goals and report regularly
- Support the Writers' Room Manager 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

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

- Two or more years of experience teaching and/or tutoring in writing to students in 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
- Ability to participate in open communication to build community and foster team goals to advance diversity, equity, and inclusion initiatives
- 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 or fluency in a second language such as Spanish, Cape Verdean, Haitian Creole preferred
- 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

**Core competencies associated with this role:**

- Develops individual work plans with goals and interim milestones to manage one's own work, ensuring high-quality and timely delivery
- Communicates project progress to manager and seeks counsel when help is needed to execute on goals



- Seeks to understand own strengths and limitations; is open to seek out feedback and opportunities to grow
- Approaches new ideas, changes in work, or challenges with a sense of possibility, openness, positivity, and solutions-based aptitude
- Values and prioritizes unparalleled service to students, such that stakeholders desire ongoing engagement with 826 Boston

### **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 “BINcA Writers’ Room Coordinator” in the subject line. Deadline to apply is June 19, 2018.