



Out-of-School-Time Program Assistant

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 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 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. 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*.

This is a full-time, non-exempt position that reports directly to the K-8 Program Director. 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>.

Primary Responsibilities:

- Support the K-8 Program Director in leading after-school tutoring sessions four times per week for students ages 6-18
- Set programmatic goals for evening tutoring program and report on progress quarterly; lead evening tutoring sessions two times per week for student ages 12-18
- Co-plan and manage the publication of two collections of after-school student writing per year; plan and execute publishing release parties
- Utilize assessment data and observations to suggest individualized strategies for students related to reading, writing, academics, and social-emotional learning
- Communicate with families as needed regarding student and programmatic updates
- Manage volunteers and conduct post-program debriefs to address challenges and offer strategies; work with the volunteer management team to ensure adequate volunteer numbers
- Train, supervise, and manage five teen staff members
- Support the launch of the 826 Boston Alumni Network, in collaboration with in-school program managers
- Maintain inventory, manage ordering of programmatic materials, and track expenses
- Ensure safety and cleanliness of the space, including leading Friday afternoon clean-up parties, enforcing the chore chart, and clearing floorspace in the storage closet (or by setting and managing cleaning responsibilities for office, tutoring space, and storage closet)
- Support with other programmatic and team duties as needed

Qualifications:

- Bachelor's degree
- 1-2 years experience teaching, working, or serving traditionally underserved students, students with special needs, and monolingual to multilingual students
- Experience with or interest in developing writing curricula for students ages 6-18
- Demonstrated innovative thinking and the ability to manage a group
- Experience with or interest in volunteerism and community engagement
- Ability to participate in open communication to build community and foster team goals to advance diversity, equity, and inclusion initiatives
- The ability to build rapport easily with a diverse group of people
- Excellent written and verbal communication skills
- Strong observation skills; the ability to mentor, set limits, and give constructive feedback; and a flexible approach to designing interventions to meet student needs
- Ability to maintain high degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish work objectives
- Comfortable adapting to change in a fast-paced environment; strong organizational skills and the ability to undertake several tasks simultaneously and manage them effectively
- Ability to prioritize responsibilities and take ownership of projects
- Proficiency in MS Office and/or Google Drive programs
- Proficiency in Spanish, Somali, or Arabic preferred
- Enthusiastic belief in the mission of 826 Boston as evidenced by a passion for writing and working with youth

Core competencies associated with this role:

- Values and prioritizes unparalleled service to students, such that stakeholders desire ongoing engagement with 826 Boston
- Communicates project progress to manager and seeks counsel when help is needed to execute goals
- Develops and implements strategies to achieve the vision for a particular project/initiative
- Identifies personal responsibilities within project/initiative goals and works to achieve benchmark goals accordingly
- Actively builds relationships and engages authentically with a variety of stakeholders

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 "Out-of-School-Time Program Assistant" in the subject line. Deadline to apply is July 6, 2018.