



Job Opportunity

Programs and Social Media Coordinator

*While Shout Mouse Press is currently primarily operating remotely, candidates are expected to reside within commuting distance of our headquarters in Washington, DC. Applications will be reviewed on a rolling basis, with priority given to those **received by April 15**, with a target start date of June 2022.*

About Shout Mouse Press

Shout Mouse Press (shoutmousepress.org) is dedicated to centering and amplifying the voices of marginalized youth (ages 12+) via writing workshops, publication, and public speaking opportunities. The young people we coach are underrepresented—as characters and as creators—within young people’s literature, and their perspectives underheard. Our work provides a platform for them to tell their own stories and, as published authors, to act as leaders and agents of change.

SMP authors have produced original children’s books, novels, comics, memoirs, and poetry collections that expand empathy, advance social justice, and increase understanding of underheard perspectives. Since our founding in 2014 we have produced 50+ books by 500+ incarcerated, immigrant, Black, low-income, and otherwise marginalized youth in Greater Washington, D.C. and Haiti.

The Opportunity

Shout Mouse Press is looking for a self-motivated, mission-driven Programs + Social Media Coordinator with a passion for creative writing, youth development, social justice, and diverse books. This person is responsible for supporting the successful planning and completion of Writing, Author Talk, and Author Pathways Programming through direct youth engagement, as well as developing original social media content to promote Shout Mouse Press’ mission. This is an ideal position for candidates seeking an opportunity to work in a small, non-profit environment while making high organizational impacts.

The ideal candidate will be energetic and social justice-oriented, passionate about using children’s and YA literature to promote empathy and social change. Applicants should be eager to promote the mission and programs of Shout Mouse Press and be able to create content that engages stakeholders. Relevant backgrounds could include youth services, education, communications, and arts administration.

This position reports directly to the Programs Director, and works closely with all members of the Shout Mouse Press team, including Executive Director, Development/Communications Manager, Publishing Manager, Operations Manager, and youth author interns.

Essential Job Responsibilities

This job description provides a general guideline to duties and responsibilities expected and essential for this new position. It is not all inclusive and the actual position may vary as circumstances indicate or as determined by the team.

Writing Program

- Support the Programs Director with program design, including lesson plans, logistics, coordination of supplies, youth outreach, etc.
- Participate as a Story Coach on relevant projects, pending qualifications
- Collect feedback from those participating in writing programs for program evaluation

Author Talk Program

- Serve as main point of contact for all parties interested in booking an Author Talk
- Book and confirm authors for Author Talks
- Support Author Talk prep sessions as needed
- Support planning and facilitation of Author Talk trainings
- Strategize ways to improve Author Talk program

Author Pathways Program

- Provide support for alumni using author experience for college and scholarship essays
- Research potential professional development and scholarship opportunities for authors

Social Media

- Manage all social media platforms (Facebook, Twitter, Instagram, and YouTube) to generate increased visibility and engagement.
- Turn photos, videos, quotes, etc. into clear and compelling stories across multiple channels.
 - Coordinate, collect, and organize impact statements from authors, educators, and readers to support development and communications initiatives.
 - Coordinate documentation of programmatic events.
 - Organize and maintain a database of photos, videos, and other media.
- Interact with users and respond to social media messages, inquiries, and comments.
- Execute a results-driven social media strategy utilizing analytics and industry best practices
- Support Publishing Manager with social media marketing campaigns

Miscellaneous

- Fulfill Shout Mouse website book orders weekly and support with inventory management
- Support Team with event planning as needed, including book releases, book festivals, book conventions, and other community engagement activities
- Support on-site sales at book festivals, conferences, Shout Mouse author events, etc.

This position primarily requires a hybrid work environment including in-office, at-home, and on-site events. Sitting for long periods of time is typical for this position, but brief periods of walking or standing may occur. Nonessential functions of this job include the ability to lift boxes or bags weighing less than 25 pounds to a height of 3-4 feet at times.

Qualifications

We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization.

Required

- 3+ years experience in related field: education, youth services, communications, or arts administration
- Experience working directly with youth, ages 12-24
- In-depth knowledge of social media platforms: Instagram, Twitter, Facebook, TikTok
- Proficient technology skills including GSuite, Adobe Suite, Canva
- Exceptional written and oral communication skills, including creative writing and public speaking
- A commitment to social justice and the role that the arts play in social change
- Strong intercultural competency and comfort working in culturally diverse team settings
- High level of organization with excellent attention to detail
- Ability to travel to conferences, meetings and special events
- Ability to work a flexible schedule, including some extended workdays, evenings, and some weekends, pending book event schedules

Preferred

- Knowledge of the children's and YA literature landscape, especially #DiverseBooks and #OwnVoices
- Working knowledge of design principles to create social media and marketing materials
- Spanish fluency

Access, Equity, and Inclusion

Shout Mouse Press is an equal opportunity employer, and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Shout Mouse is committed to building a culturally diverse team and to providing professional development opportunities for the next generation of diverse artists and writers. **We strongly encourage applicants who are people of color, LGBTQ+, disabled, and/or members of otherwise marginalized groups.**

Compensation and Benefits

At Shout Mouse we prioritize flexibility and work-life balance, particularly during a global pandemic. This position requires one day a week on-site at our office in Dupont Circle, Washington, DC, but otherwise operates remotely, with flexible work hours.

This position is .75 FTE (30 hrs/week) with a salary of \$40,000, with the potential to become full-time (40 hrs/week) in 2023. Compensation is commensurate with experience. Benefits include a flexible work environment, monthly tax-free healthcare reimbursements, and a generous PTO schedule. We are committed to leadership development and prioritize continuing education opportunities for all staff.

Interested?

Please send a resume, cover letter, and creative writing sample/excerpt (500 word maximum) to **JoinTheTeam @ ShoutMousePress.org** with subject line: **Programs and Social Media Coordinator**. Please ensure that your cover letter details not only your relevant work experience but also your mission alignment with our work, and how diversity, equity, and inclusion guides the work you do. Applicants seeking a long-term relationship with Shout Mouse will get first consideration. Applications will be considered on a rolling basis, with priority given to those received by **April 15, 2022** and a target start date of June 2022.