Writers’ Room Manager

POSITION DESCRIPTION
The Writers’ Room Manager, in partnership with school staff and 826 MSP, runs a writing center located within South High School in Minneapolis. This room is a catalyst for creativity and writing in the high school, hosting free writing programming and support for the school community. The room works to fill in the current gaps in the school in regards to writing support, focusing its programming on Native American students, Black American students, students of color, and English Language Learners.

This role is a great opportunity for a self-directed educator with a passion for writing who is driven to build engaging, equitable opportunities for the diverse students represented at South High School. The Writers’ Room Manager will receive ongoing professional development in volunteer management, creative writing, curriculum development, nonprofit management, and culturally responsive and anti-racist youth development practices. The role works closely with a Teacher Liaison from SHS, and reports to the 826 MSP Program Director.

In lieu of a cover letter, interested candidates should fill out this Google Form and upload a copy of their résumé into the form. For further information and questions, please contact Program Director Cristeta Boarini at cristeta@826msp.org.

Responsibilities:

Student support (50%)
- Tutor students with writing, research, scholarly citation, and other homework support.
- Recruit, supervise, schedule, and train student writing coaches, adult volunteers, and interns.
- Host, recruit, and supervise an on-site youth program advisory council.
- Promote, organize, and host author visits that represent the various identities and interests of the SHS student population.
- Engage and collaborate with students and faculty in the Writers’ Room with an equity-based mindset to support writing instruction in all subjects.
- Create and supervise a safe, inclusive, productive, clean, and representative learning environment for all students.

Program Management (40%)
- Coordinate with Writers’ Room staff (826 MSP staff and South High teacher liaison) to ensure successful completion of programmatic goals.
- Create a menu of standard writing workshops, with assistance from Writers’ Room
Teacher Liaison, and promote and lead them throughout the school year.

- Develop, execute, and analyze surveys to student and teacher populations and evaluate data through written reports and/or presentations, including updating student records through Salesforce.
- Outreach and partner with teachers to provide lesson support and design writing workshops, including providing professional development for teachers on how best to include writing in their curricula.
- Attend, participate, and/or table at South High community building events such as the 8th Grade Open House, Parent-Teacher Conferences, All Nations Powwow, culturally specific family engagement nights, and more.
- Create professional development presentations for SHS teachers and various conferences (e.g. E12 Writers’ Consortium).
- Develop and implement program improvements.
- Participate in South High staff meetings, councils, professional development as needed for the role.
- Collaborate with 826 Network and other national 826 Writers’ Room staff.
- Support 826 MSP staff with some peer-led, collaborative professional development.
- Supervise interns and volunteers who participate in the program.

Development and Communications (10%)

- Support with 826 MSP fundraising and development efforts such as grant writing, grant reports, and special events.
- Support with 826 MSP communications to various constituent groups.

Qualifications:

- 3 years minimum experience in youth development
- Background in racial justice and anti-racist practices
- Strong writing skills and high understanding of writing styles and conventions
- Proficiency with Google Drive, including Google Sheets, Slides, and Classroom
- Comfortable with public speaking

Preferred skills

- Fluency in any of the following languages: Somali, Spanish, Amharic, Oromo, or Arabic
- Proficiency in design software like Photoshop, InDesign, Canva, etc.
- Classroom management and lesson planning experience
- Familiarity with South Minneapolis community
- Familiarity with Twin Cities literary community
- Ability to facilitate workshops or learning to other adult peers
- Teaching license (any subject or grade level)
Essential job functions

- Ability to manage multiple workstreams
- Ability to travel independently and reliably in the Twin Cities metro
- Ability to interact with youth and adults in a welcoming, professional manner
- Available to work on-site Monday - Thursday from 8:30 a.m. to 4:30 p.m. (non-negotiable), and remotely on Fridays.

Salary and benefits:

- $50,000-$60,000 annual salary depending on experience
- Health and dental insurance (90% employer coverage for employees, 50% employer coverage for dependents)
- Retirement package with 1% employer match
- 15 days of flexible paid time off, 25 paid holidays per year
- Paid family leave after one year in the organization
- $250 annual professional development stipend and opportunities

Target Start Date: Aug. 22-Sept. 2

826 MSP is an equal opportunity employer and actively seeks persons of color; Indigenous people; women; lesbian, gay, bisexual, and transgender persons; veterans; and people with disabilities for this position.