



TEMPORARY PROGRAM COORDINATOR

Position Description

Application Deadline 2/24/17

ABOUT 826CHI

Mission

826CHI is a non-profit organization dedicated to supporting students ages 6 to 18 with their creative and expository writing skills, and to helping teachers inspire their students to write. Our services are structured around the understanding that great leaps in learning can happen with one-on-one attention, and that strong writing skills are fundamental to future success. More information can be found at www.826chi.org.

Culture

826CHI is a creative organization that highly values collaboration, creative, and strategic thinking. Our work is grounded in goals set by our strategic plan and put into motion through collaboration. At 826CHI, we take both pride and joy in our work and operate with a high degree of professionalism. Staff members work both independently and as part of a team. Our model is inherently community-based and responds to the history, dynamic, and culture of Chicago.

Commitment to Inclusion

As an organization committed to encouraging youth in their creative expression, personal growth, and academic success, 826CHI recognizes the importance of diversity at all levels and in all aspects of our work. In order to build and maintain the safe, supportive 826 environment in which great leaps of learning occur, we commit to inclusion: We will not discriminate on the basis of race, religion, ethnicity, age, gender identity, sexual orientation, socio-economic status, nationality, marital status, English fluency, parental status, military service or disability. We strive to put our values into action through planning, decision making, and community building.

ABOUT THE POSITION

The Role

826CHI is looking for an enthusiastic, committed individual who is excited to join a hard-working, mission-driven team that has a passion for expanding access to creative youth development in Chicago.

Status

- 20 hours a week
- Temp through 8/18/2017
- Hourly, non-exempt

Key Responsibilities

This position is a great learning opportunity for the right person. The Program Coordinator oversees most aspects of the Field Trip program, supports Workshops and other program initiatives as needed. This person will make a significant impact on Chicago youth by advancing the projects associated with our mission.

Oversee most aspects of the Field Trips program, including:

- **On-site implementation.** Lead morning field trips program throughout the CPS school year. Support volunteers and interns during each session. Prepare chapbook manuscripts for publication.
- **Program planning and development.** Work with the Director of Programs to develop lesson plans and

- curricular resources. Update program and volunteer resource documents.
- **Program administration.** Coordinate annual calendar of Field Trips. Communicate with teachers and school administrators. Manage transportation reimbursement requests. Manage program volunteers. Manage supply orders.
- **Program data and evaluation.** Work with the Director of Programs to set and track annual program goals. Administer teacher post-surveys. Track student participation and permissions. Support other data required to track impact and quality.

Support coordination of creative writing workshops, including:

- **On-site implementation.** Oversee Saturday Writing program during the CPS school year. Support volunteer teachers and teachers assistants during each session. Collect writing for publication manuscript.
- **Program administration.** Schedule annual calendar of Workshops. Communicate with families and students. Recruit students from partner schools and existing program students. Manage supply orders.
- **Program data and evaluation.** Work with the Director of Programs to set and track annual program goals. Administer student surveys. Track student participation and permissions. Support other data required to track impact and quality.

Additional Responsibilities:

- Work with volunteer staff to recruit, train, manage, and appreciate program volunteers and interns.
- Provide documentation and anecdotes for the Development Team and communications staff to share with general and donor audiences.
- Support other programs as needed.
- Support fundraising projects as needed.

The position requires juggling many responsibilities and tasks, through which the Program Coordinator will develop a wide range of skills. Please review 826CHI's website, www.826chi.org, before applying.

Reporting

The Program Coordinator reports to the Director of Programs, and is a member of the Program Team. This position oversees interns, volunteers, and teacher/school field trip partnerships.

Qualifications

- BA preferred
- Experience working with youth in a community setting
- Curriculum building a plus
- Volunteer management a plus
- Detail oriented and highly organized
- Analytical and able to multitask

HOW TO APPLY

826CHI is an equal opportunity employer. To apply, please send a resume and letter of interest to Hiring@826chi.org.

For questions, please contact [hiring@826chi.org](mailto: hiring@826chi.org) or call 773.772.8108

826CHI does not discriminate in hiring. We encourage people from all backgrounds to apply for this and all posted positions.