



www.826neworleans.org

*Program Director
Job Description*

ABOUT 826 New Orleans

826 New Orleans's mission is to cultivate and support the voices of New Orleans' writers ages 6-18 through creative collaborations with schools and communities.

In 826 New Orleans programs, young people become published authors with the support of caring volunteers, building their arsenal of literacy skills and boosting their confidence in the process. We believe great leaps in learning happen with individualized attention, writing is fundamental to future success, and that youth voice is crucial to the future of New Orleans.

POSITION SUMMARY

The Program Director is a dynamic, creative educator with exceptional instructional, management, and problem-solving skills. The ideal candidate is a team player with a track record of effectively directing and evaluating programs, a steadfast commitment to improving the quality of K-12 education, and a passion for youth empowerment through writing and publishing. The Program Director sets annual programming goals with program staff, measures progress toward these goals, and works with the Executive Director and program staff to create and implement programs & curricula.

REPORTING RELATIONSHIPS

The Program Director reports to the Executive Director. The Program Director manages programming staff, interns, and is ultimately responsible for management of volunteers.

MAJOR RESPONSIBILITIES

Program and Personnel Management

- Direct in-school and out-of-school programs; ensure progress towards annual and strategic planning goals;
- Oversee major publishing projects; expand upon 826 New Orleans's library of innovative, professionally designed collections of student writing;
- Oversee the hiring and training of program staff and service members; supervise program managers and coordinators;
- Collaborate with partner teachers and administrators to develop engaging writing curricula and initiatives;
- Actively support the expansion of existing programs;
- Oversee program-related events, including book release parties;
- Support staff as needed in designing, planning, and running fundraising and community events;
- Observe programming on a regular basis to ensure quality and effectiveness;
- Develop current and new programs;
- Support Executive Director as needed.

Data Collection and Evaluation

- Set annual program goals with staff and service members; evaluate progress in dashboards and operational work plans;
- Organize and lead quarterly reporting sessions;
- Manage data collection, including reports to 826 National;
- Collaborate with the Executive Director and development team to collect and document program impact.

Community Partnerships

- Build, cultivate, and manage relationships with New Orleans Public Schools, universities, and other community partners;
- Serve as main agency contact to partner service organizations;
- Oversee and develop relationships with contractors (i.e. designers, copy editors, printers);
- Represent 826 New Orleans publicly at relevant conferences and community meetings;
- Serve as programmatic liaison to 826 National.

Other Responsibilities

- Attend staff meetings and other professional development workshops
- Meet all deadlines

- Update relevant sections of 826 New Orleans publication materials, including website
- Provide updates to development team and funders as needed
- Work collaboratively with all staff members to ensure robust programming
- All other duties as assigned by the Executive Director

QUALIFICATIONS

- Bachelor's degree in education, creative writing, or related field required; Master's degree preferred;
- A minimum of five years experience teaching writing to students ages 6 to 18 in an urban setting;
- Exceptional project and personnel management skills;
- Experience developing writing curricula for students ages 6 to 18 (teaching certification preferred);
- Strong background in book publishing and/or familiarity with design process;
- Excellent organizational, written, and communication skills;
- Strong computer skills including Google Drive, design programs, and records management;
- Ability to travel to partner schools and community partners in New Orleans;
- Ability to lift and carry boxes weighing 20 lbs;
- Demonstrated commitment to writing personally and/or professionally;
- Strong communication and support skills.
- Strong belief in racial equity;
- Respect for youth and their home and school communities;
- Ability to work with a variety of stakeholders and audiences;
- An enthusiastic belief in the mission of 826 New Orleans;

TIME FRAME

Position starts as early as May 1st. This is a full-time position, 40 hrs/wk. Benefits include health insurance and paid time off. Salary range is \$50-60K (commensurate with experience).

826 New Orleans is an equal opportunity employer committed to achieving a diverse and inclusive workforce. People of color and native New Orleanians are strongly encouraged to apply. 826 New Orleans does not discriminate on the basis of race, ethnicity, age, religion, sexual orientation, political orientation, disability, veteran status, or gender identity or expression.

To apply, submit your resume and cover letter [here](#). Please no phone calls.