



[www.826neworleans.org](http://www.826neworleans.org)

*Program Manager  
Job Description*

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*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.

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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 Manager works to ensure the success of young writers in 826 New Orleans programs through the careful supervision and implementation of our programs, including developing curriculum and systems, recruiting, training, and coaching volunteers, coordinating with educators, documenting and assessing program success, and producing high quality student publications.

*REPORTING RELATIONSHIPS*

The Program Manager reports to the Program Director of 826 New Orleans. The Program Manager will supervise volunteers and interns, work alongside 826 New Orleans program staff, and collaborate with all 826 New Orleans staff.

**MAJOR RESPONSIBILITIES**

Youth Programs

- Manage center-based programs including the After School program and Young Writer's Council, developing curriculum, coordinating with schools and community partners, publishing projects, and organizing book release parties;
- Oversee publishing projects; expand upon 826 New Orleans's library of innovative, professionally designed collections of student writing;
- Support the recruitment of volunteers
- Engage volunteers in a frequent, friendly, and supportive manner.
- Send regular volunteer communications
- Create and execute volunteer trainings
- Ensure that volunteers follow rules and guidelines for participation.
- When necessary, oversee and develop relationships with contractors, including volunteers (i.e. designers, copy editors, printers);
- Oversee program-related events, including book release parties and special events;
- Field requests and oversee relationships with teachers and administrators at other New Orleans public schools;
- Track progress toward annual programming goals and report out on a regular basis;
- Develop program materials that enhance project efficacy;
- Administrate student and volunteer database
- Collect relevant evaluation data, including but not limited to: administrate 826 New Orleans youth, parent, and volunteer feedback surveys, administrate on-demand writing assessments, track and analyze student attendance, track and analyze volunteer time contribution.
- Support staff as needed in designing, planning, and running fundraising and community events;
- Support the Executive Director, staff, and Board in developing and planning for 826 New Orleans's expansion to a new Youth Writing Center, and in Chapter Development with 826 National;
- Represent 826 New Orleans publicly at relevant conferences and community meetings;
- Support administrative and program staff as needed.

#### Other Responsibilities

- Attend staff meetings and other professional development workshops
- Meet all deadlines
- Update relevant sections of 826 New Orleans publication materials, including web site
- 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 Program Director

#### *QUALIFICATIONS*

- Enthusiastic belief in 826 New Orleans's programs, goals, and mission.
- At least two years experience working with youth in a school and/or community setting.
- Demonstrated commitment to writing and creativity personally and/or professionally.
- Knowledge of writer's workshop format.
- Ability to collaborate on curriculum design, and to carry out instruction.

- 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.

### *TIME FRAME*

This is a full-time position, 40 hrs/wk. Benefits include health insurance and paid time off. Salary range is \$40-45K (commensurate with experience).

826 New Orleans is an equal opportunity employer committed to achieving a diverse and inclusive workforce. People of color 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.