



1750 St. Bernard Ave. New Orleans, LA 70116 504.930.4412 www.826neworleans.org

Wee Writers Manager Job Description

Mission: 826 New Orleans provides space and support for young people to tell their stories and become published authors.

Position Summary:

The 826 Wee Write Manager will launch an Early Childhood Literacy Program designed to provide 100 students ages 3-5 with the literacy support they need in advance of elementary school. Our Early Childhood Literacy Program is designed to radically shift the way writing is taught to preschoolers across Orleans parish.

Our vision is to prime early learners with key literacy concepts in advance of entering elementary school, with the goal of ensuring a greater number of young people across New Orleans are reading and writing at their grade-level by 3rd grade.

Responsibilities

Program Launch

- Spearhead the efforts to lead 826 New Orleans' first early childhood writing program
 - Lead research and documentation efforts in advance of 826 New Orleans' pilot Wee Writers program
 - Gather and synthesize ECE resources from across network and partners
 - Represent 826 New Orleans on all calls and meetings around early childhood education
 - Additional tasks as assigned by DOP

Program Management

- Manage programming for in-person learning; ensure progress towards annual and strategic planning goals; ensure that the expectations of funders, partners,

- participants, and other stakeholders are consistently met
- Lead three six-week writing modules for children aged 3-5.
 - Provide feedback on curriculum, assessment, and adjust as necessary
 - Recruit, supervise, schedule, and train volunteers and potential interns.
 - Communicate project progress to Director of Programs and seek counsel when help is needed to execute goals
 - Coordinate with the programs and communications teams on Wee Writers' program-wide collections along with corresponding release parties

Personnel Management

- Supervise 826 Wee Writers team, potentially composed of one intern/volunteer who will provide direct service and perform administrative tasks.
- Translate project and initiative goals into individual responsibilities and delegate accordingly
- Provide day-to-day support to the team, differentiating styles based on individual reports and assignments

Data Collection and Evaluation

- Coordinate the administration of all assessments distributed by the DOP, including but not limited to: the Equity Framework, parent surveys, and 826 National surveys
- Collaborate with the DOP to collect and document program impact
- Track progress toward annual programming goals and report to the team on a quarterly basis

Community Partnerships

- Build, cultivate, and manage strong relationships with community child care providers, ECE organizations, local universities, and other community partners, artists, and leaders to offer potential programmatic partnership and volunteer pipelines for the 826 New Orleans Writers' Room
- Represent 826 New Orleans publicly at relevant conferences and meetings within the community
- Collaborate with the volunteer coordination team to onboard, and train volunteers from partner universities and companies
- Maintain relationship with, and serve as the point of contact for, the Louisiana Endowment for the Humanities

Additional Responsibilities

- Support programs team during summer youth program opportunities
- Represent 826 New Orleans at donor and foundation visits; provide support at a select number of outreach and fundraising events, as needed

- Support DOP with administrative tasks and other programming responsibilities, as needed

Qualifications:

The ideal candidate is a team player with a steadfast commitment to improving the quality of early childhood education, a desire to work in a collaborative and inclusive culture, and a passion for youth power through writing and publishing.

Skills and experiences:

826 New Orleans recognizes that impostor syndrome and the confidence gap might prevent some applicants from applying. Few candidates will have all of the relevant experience listed below, but 826 New Orleans is committed to assessing candidates with transferable skills and a willingness to be trained for this role.

- Bachelor's degree in English, education, creative writing or related field or equivalent relevant work experience required
- 2+ years of professional experience working directly with early learners or within early childhood education nonprofits
- Strong written and verbal communication skills
- Strong organizational, time, project management, and resource management skills; high attention to detail
- Ability to participate in open communication to build community and foster team goals inclusive of the advancement of diversity, equity, and inclusion initiatives
- Ability to work independently and successfully operate a program at a satellite location
- Familiarity with the New Orleans Public Schools system, particularly the schools in the 7th Ward
- Self-starter attitude, high level of flexibility, and ability to thrive in a fast-paced, startup environment
- Strong proficiency in Google Workplace
- Knowledgeable of digital platforms including but not limited to Zoom, Google Classroom, and Google Hangouts
- Licensure in early childhood education or another subject preferred
- Experience with InDesign, Photoshop, Illustrator, or similar tool, as well as journalism and/or book publishing preferred

Core competencies associated with this role:

- Develops individual work plans with goals and interim milestones to manage one's own work, ensuring high-quality and timely delivery
- Communicates project progress to manager and seeks counsel when help is needed to execute goals
- Seeks to understand own strengths and limitations; is open to seek out feedback and

opportunities to grow

- Approaches new ideas, changes in work, or challenges with a sense of possibility, openness, positivity, and solutions-based aptitude
- Values and prioritizes unparalleled service to students, such that stakeholders desire ongoing engagement with 826 New Orleans

Compensation and time:

This is a full-time position, 40 hrs/week. Salary range is \$50,000-\$52,000 plus benefits. Benefits include health insurance and paid time off.

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.

About 826 New Orleans

826 New Orleans is a nonprofit organization. It is our mission to develop a culture of literacy in New Orleans, inspiring the next generation of leaders to be effective communicators, critical thinkers, and civic-minded residents. We offer free writing programs and publishing opportunities at our Youth Writing Center in the 7th Ward and in schools across the city. Our staff and volunteers help students improve young people's literacy skills, become published authors, and understand the power of their voices on and off the page. Since 2010 we've served over 7,000 students and created over 100 publications of student work with the help of over 500 volunteers.

We believe every student, especially those whose voices have been historically separated from power, deserves to write their truths and to be heard. Our creative writing and literacy programs focus on celebrating the humanity of our young people by actively being anti-racist and trauma-informed.

Culture & Work Environment

826 New Orleans is part of 826 National, an award-winning national network of youth writing centers. In addition to being an integral member of the 826 National network, 826 New Orleans plays a vital role in the local community. Our program team members have been recognized and honored locally, nationally, and internationally. 826 New Orleans cultivates a creative and courageous workplace. We value innovation and collaboration. We strive to be supportive and accommodating to employee needs for scheduling and work styles, and aim to create a humanizing work environment that prioritizes work/life balance.