

Program Director, Teens in Print, a program of WriteBoston

Position Summary:

Teens in Print (TiP) is a writing and journalism program created to amplify the marginalized voices of eighth to twelfth-grade Boston students. TiP offers an after-school program, an intensive six-week summer writing program, workshops for Boston teachers and community organizations, and a dynamic online platform for student writing. We strive to give students the tools to effectively share their experiences and perspectives through writing, the platform to reach decision makers who can act on their ideas, and the knowledge to become thoughtful consumers of media. Last year, TiP engaged over 550 students through after-school and summer programming, workshops, college-readiness support, and online publication. Read the student writing at hub.teensinprint.com.

Reporting to the Executive Director, the **Teens in Print Program Director** is responsible for managing all aspects of TiP programming. The Director will coach and supervise two full time youth programming facilitators, and collaborate with instructional staff at WriteBoston to develop curriculum content. In 2022, TiP will expand to include both in-person and virtual program offerings. The Director will be responsible for setting a vision for this expansion and monitoring program effectiveness.

The current TiP Director is making a planned transition out of the position; we aim to have a new Director in place by the beginning of November to lead the program with the opportunity for some planned crossover.

Who we are:

At WriteBoston, we believe that powerful literacy skills are core to social justice, social mobility, and equal opportunity. We work towards this goal with two complementary programs: 1) a youth writing and journalism program, Teens in Print and 2) professional development and coaching services to schools, districts and education organizations so that they may better serve young people to develop into independent and engaged readers, writers and critical thinkers. Learn more at www.writeboston.org.

Who you are:

- You love and derive energy from young adults and are motivated by learner-centered and social justice-focused programming.
- You have an understanding of positive youth development approaches, have an unshakeable belief in the potential of all young people, and approach your work from an asset-based framework.
- You are familiar with the institutional and systemic barriers that prevent many urban teens from reaching their potential.
- You understand the power of sharing the same identities and/or background experiences with the youth you serve.
- You are energized by the idea of using writing as a vehicle for teens to build critical thinking and leadership skills.
- You are personally committed to challenging and disrupting the structures that perpetuate racism and white supremacy culture.

- You are excited by the opportunity to set a programmatic vision and are ready to lead a team and grow a program.

While this job absolutely requires specific skills and experience, the right orientation is equally important.

Knowledge and Experience Required

- a bachelor's degree in a related field
- a minimum of 3 years of experience developing and facilitating youth programming in an urban environment
- familiarity with Boston and the Boston Public School system
- comfort with public speaking and excellent interpersonal skills
- strong organizational skills and ability to create systems for multifaceted programming
- proven experience successfully managing a team of adults
- comfort giving and receiving honest, constructive feedback

Knowledge and Experience Desired

- a background in writing or journalism
- experience going through a program change or transition
- experience developing literacy-focused curriculum for adolescents
- experience developing partnerships with educators and other youth development organizations
- experience training and managing volunteers

Areas of Responsibility for the Program Director of Teens in Print

Program Operations

- Oversee all aspects of the operations of both an in-person and virtual after-school writing program for approximately 100 students per school year, 30-35 youth in an intensive six-week summer program, and additional students through classroom and community partnerships.
- Lead the vision and implementation of a program with multiple components and related activities: recruitment, program facilitation, community outreach, student retention, editing and publication of student writing.
- Assist in program facilitation, as needed.
- Work with staff and volunteers to ensure that 300+ pieces of student writing are ready for publication on the TiP website) each year.
- Coordinate the collection, reading, and editing of writing submissions from students outside the program for publication on the TiP website.
- Ensure timely and comprehensive communication to participants and guardians.
- Oversee TiP's external communications, including Teens in Print social media content and marketing emails

Management

- Lead and build the capabilities of a growing TiP team, to include two full-time Program Facilitators and 10+ volunteers.
- Promote a professional collaborative learning culture that prioritizes ongoing feedback, coaching, leadership development, and growth opportunities.

- Work with the development team to support accurate and up-to-date content for funding applications and reporting, data collection, and special events featuring TiP.
- Work with the communications team on marketing efforts to promote TiP to a wide readership
- Work with the Executive Director to set programmatic vision and identify opportunities to expand and grow audiences and opportunities for participating teens.

Program Design, Curriculum Development and Training

- Drive the delivery of engaging, inclusive programming that offers teens the opportunity to build positive peer relationships, experience supportive mentorship, build essential writing and critical thinking skills, and have fun!
- In collaboration with a WriteBoston Literacy Coach, refine and maintain an inclusive writing curriculum focused on building students' critical thinking, writing and media literacy skills. All content should be designed for a wide variety of learners ages 13-19, including ELL/ESL and neuro-divergent youth.
- Plan and manage a 6-week, paid summer learning opportunity for 30-35 teens.
- Deepen and refine existing volunteer engagement opportunities through the development and creation of recruitment, training, and coaching materials to support student writing growth.

Community Outreach

- Elevate the visibility of WriteBoston and TiP by serving as an ambassador to area schools, community agencies, community groups, local government, businesses, thought leaders and other stakeholders.
- Develop innovative recruitment strategies to introduce TiP to new youth.
- Seek new partnerships with area youth development organizations for student recruitment, identifying new audiences for student writing, and developing collaborative programming opportunities that amplify youth voice.

Location

WriteBoston's home base is the Bruce C. Bolling Building at 2300 Washington Street, Roxbury, MA. Pre-pandemic, all TiP staff worked from the office five days per week and ran student after-school programming 2-3 days per week in community locations. Currently, staff are performing work in a hybrid model. TiP programming is on hiatus for the fall and will re-launch in January 2022 with both virtual and in-person after-school offerings. When we are able to return to in-person programming, the Program Director will be expected to travel to programming sites. Current locations are TBD, but will be in Boston proper. *All WriteBoston employees must provide proof of COVID-19 vaccination.*

Position Details

This is a full time, 40 hours a week position typically working from 10am - 6pm. WriteBoston offers a comprehensive total rewards package that values employee wellness, work-life balance, and continuous learning. We work hard to support a culture of work that is both rigorous and humane.

- Annual salary of \$65,000 - \$70,000, commensurate with past work experience
- Total of 7+ weeks of paid time off per-year (4 weeks of paid vacation + 11 paid holidays + Christmas week off)

- Generous personal time and sick leave, as well as a Dependent Care Assistance Plan
- Quality health and dental insurance (employer pays 75%)
- Paid parental leave (eligible after 3 months full time employment)
- Individual professional development budget (\$500 per year) to support staff in achieving career objectives
- 401K

Candidates

WriteBoston actively seeks to build a staff that is composed of people who share aspects of their identity and background experiences with the students and communities we serve.

In all of our work, we acknowledge that our education system has been deeply shaped by systemic racism, resulting in far-reaching inequities in both opportunities and outcomes for BIPOC students. WriteBoston's work is guided by our conviction to create a more equitable and just education system that our students deserve. As an organization, we stand against racism and all forms of oppression including homophobia, transphobia, classism, sexism, ableism, and xenophobia. We commit to focused and sustained action to dismantle racist systems, policies, practices, and ideologies within ourselves and our networks.

To Apply

Please send your resume and cover letter to Sarah Poulter at jobs@writeboston.org. We are accepting applications until October 31. We look forward to hearing from you!