



JOB OPENING AT 826MICHIGAN Program Coordinator (part-time)

826michigan is a nonprofit organization dedicated to supporting students ages 6 to 18 with their writing skills, and to helping teachers get their students excited about writing. Our work is based on the understanding that strong writing skills are fundamental to future success and that great leaps in learning can be made when skilled tutors work one-on-one with students.

About the Position

826michigan is looking for someone to join our team as a part-time Program Coordinator. This person will help coordinate and manage 826michigan's after-school tutoring program at Ypsilanti Middle School, and will work closely with the 826michigan staff, 826michigan interns at Ypsilanti Middle School, Ypsilanti Middle School staff and administration, and 826michigan volunteers.

Major responsibilities:

- Serve as a liaison between Ypsilanti Middle School administration and 826michigan
- Facilitate communication between 826michigan, YMS teachers and counselors, students, and parents.
- Help organize and oversee YMS 826michigan tutor recruitment and training.
- Oversee tutoring at Ypsilanti Middle School Mondays-Thursdays from 2:30-5:00 during the school year
- Oversee the organization and management of creative writing projects at tutoring
- Coordinate and oversee small-scale events for the YMS tutoring program

Minimum qualifications:

- Exceptional communication skills, both written and interpersonal
- Excellent organizational skills; ability to multi-task
- Experience with and enthusiasm for working with middle-school-aged students
- Experience with classroom education or education administration and policy
- Strong knowledge of the Southeast Michigan region and its education issues
- Strong work ethic and the ability to successfully manage projects with little supervision, including the ability to remain calm in complex situations
- Dedication to education, learning and literacy
- A valid driver's license
- A sense of humor and a compassionate spirit

HOW TO APPLY

Before July 27, 2012, please send the following to apply@826michigan.org

- Your resume
- A detailed cover letter that answers the following questions:
 - What in particular about 826michigan interests you?
 - What special skills do you possess that would help you in this job?
 - Tell us one thing about you that we can't learn from your resume.

Schedule is part-time, approximately 20 hours weekly and must include Monday through Thursday afternoons. Salary is commensurate with experience. We hope to hire someone by September 1, 2012.

826michigan prohibits discrimination or harassment on the basis of race, color, national origin, religion, sex, gender identity, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran of any person employed by or seeking employment with 826michigan. 826michigan is an equal opportunity employer.