



## JOB OPENING AT 826MICHIGAN (July 2011)

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, temporary **Program Assistant**. This person will be responsible for overseeing daily operations at our Ypsilanti Middle School (YMS) Tutoring program, and will work closely with the Program Coordinator, interns, and volunteers.

### Major responsibilities:

- Oversee tutoring program between 2pm-5pm Monday - Thursday (10-12 hours a week)
  - Coordinate student registration & paperwork with the help of tutoring intern
  - Train new tutors as needed with the help of tutoring intern
  - Prepare classroom & supplies daily for tutoring
  - Collaborate with intern, volunteers & program coordinator to program post-homework activity for students, writing instruction and publication project
- Hold office hours during school day at YMS (4 hours a week)
  - Coordinate volunteers who participate in in-school residency
  - Communicate with YMS families and teachers about student progress at tutoring
  - Work one-on-one with students in ISS
  - Send weekly updates to YMS staff contact
  - Assist in writing & edit monthly parent and volunteer newsletter
- Hold office hours once a week at 826michigan (2 hours a week)
  - Participate in weekly staff meeting
  - Assist in data collection project for 826 National
  - Assist in planning of beginning & end of year events

### Minimum qualifications:

- Exceptional communication skills, both written and interpersonal
- Excellent organizational skills; ability to multi-task
- Excellent classroom management skills with the middle school age group
- A passion to improve literacy and a deep commitment to student success
- A strong work ethic, a collaborative spirit, and the ability to manage multiple projects successfully without a lot of supervision
- Some college coursework

### Compensation:

Each of two semesters (September '11 to January '12; February '12 to June '12) will be compensated as part-time salaried positions at \$2,620 per semester. No paid vacation, sick time or health benefits are available for this position. This is a temporary position that ends by June 15, 2012.

### HOW TO APPLY

Please send the following to [apply@826michigan.org](mailto: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

Applications will be accepted until midnight Sunday, August 7, 2011. Visit [826michigan.org](http://826michigan.org) for more information about our programs.

*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. It is also company policy, when an employee is eligible for benefits, to provide benefits to employees with spouses and employees with domestic partners.*