



Job Announcement: Program Coordinator

Teachers & Writers Collaborative Inc. (T&W) was founded in 1967 with the belief that professional writers could make a unique contribution to the teaching of writing and literature. T&W programs include writing workshops for students and seniors, professional development for educators, managing the NYS Poetry Out Loud competition, and publishing *Teachers & Writers Magazine* and other resources about the teaching of creative writing. Learn more about our programs at twc.org.

We seek a Program Coordinator to help grow our small, thriving nonprofit. Although we may consider exceptional candidates without all of the following qualifications, the ideal candidate would have 2+ years experience with project management and some experience in the education field.. Strong interpersonal and communications skills are vital.

Under supervision of the T&W Education Director, the Program Coordinator will:

- Track program data using our Salesforce database: enter and update data and generate reports as needed.
- Work with the Education Director to support our programs and teaching artists, including but not limited to:
 - preparing email communications with teaching artists
 - managing dissemination and collecting of program-related paperwork
 - assisting in preparing anthologies of student writing for printing
 - coordinating teaching artist meetings and trainings
 - managing program-related billing.
- Coordinate events, such as readings or panel discussions, to support and highlight the creative work of teaching artists.
- Assist with marketing efforts for T&W programs and reach out to potential new partners in locations in and outside of New York City.
- Work with the Education Director to develop new initiatives that will expand T&W's reach.
- Assist in T&W's general operations, as needed.

Qualifications

- BA/BS Degree
- Three years of experience in a professional, preferably non-profit, environment
- Demonstrated excellence in organizational skills and attention to detail; ability to help drive projects to completion and multi-task
- Demonstrated analytical and critical thinking skills. Ability to use good judgment, take initiative and make recommendations in resolving problems and provide guidance to staff
- Proficient in Excel
- Experience with Constant Contact, social media platforms is a plus

Other preferred characteristics

- Passion for the literary arts and education
- Eagerness to learn
- Able to thrive in a highly collaborative environment
- Excellent customer service skills
- Flexible and a sense of humor
- Scrappy and resourceful
- Self-starter, able to take initiative and bring new ideas to the table
- Responsive to direction and feedback

Please send a cover letter and resume to info@twc.org, subject line: Community Programs Liaison. No phone calls please.

Teachers & Writers Collaborative offers a competitive salary and benefits, commensurate with experience and skills. The salary range for this position is \$45,000 - \$55,000 annually. Teachers & Writers Collaborative is an equal opportunity employer.

Applications accepted through October 30, 2020.