



Seeks Program Coordinator (.75 FTE)

Write Around Portland builds community with volunteer-facilitated writing workshops for people affected by HIV/AIDS, survivors of domestic violence, people in recovery from drug/alcohol addiction, people in prison, seniors in foster care, people with physical or mental disabilities, teen parents, low income adults and others who might not have access to the power of writing and community because of income, isolation or other barriers. We organize readings where participants share their writing with the greater community and publish anthologies of participants' writings. (For more information: www.writearound.org)

Position Summary

We are embarking on an exciting time of growth to meet the demand for our program, which will include increasing the number of our workshops and readings. We are hiring a Program Coordinator to join our current staff of three to meet our program expansion goals. The Program Coordinator will work closely with the Executive Director and co-Program Coordinator to implement all aspects of our program, including workshops, readings, anthologies, volunteer management and training, outreach, curriculum development and expanding our fee-for-service programming. We are seeking applicants who share our passion, enthusiasm and commitment to writing and community-building and who reflect the full range of our community's diversity.

Duties and Responsibilities:

1. Plan, organize and coordinate our series of 8-10 week writing workshops, running three times per year, including workshop logistics, outreach to and collaboration with partners, including securing fee-for-service contracts, anthology production and three large community readings and several small readings each year
2. Recruit, train, supervise and mentor volunteers, including workshop facilitators and interns; volunteer support and recognition
3. Initiate and maintain strong relationships with all members of our Write Around Portland community – volunteers, participants, community partners, allied organizations, our Board of Directors; outreach to the general public, the media, libraries, bookstores, etc.
4. Organize and execute small and large events including readings, our twice yearly 27 hour facilitator training and workshops; assist with other events
5. Data entry, website, file management and other administrative/clerical work
6. Perform other duties as assigned by Executive Director

Qualifications:

1. Commitment to the Write Around Portland mission and our values of respect, writing and community
2. Minimum two years of related experience, such as volunteer management, social service/nonprofit work or program management
3. Excellent written, verbal and interpersonal communication skills
4. Ability to work well and compassionately with diverse groups and individuals
5. Excellent organizational skills, including time and data management and planning; ability to prioritize workload and meet established deadlines; detail-oriented, creative and innovative
6. Ability to work both independently and in a small team/small office environment
7. Proficiency in Microsoft Office programs; knowledge of Filemaker preferred
8. Fluency in Spanish or other languages spoken by other communities served by Write Around Portland is ideal.

Details of Employment:

This is a .75 FTE exempt position with some evening and weekend work. The annual salary range is \$23,000 - \$25,000. Benefits include health insurance and generous paid vacation. The Program Coordinator reports to the Executive Director.

The Write Around Portland office is located in downtown Portland near the bus mall, Max and the street car. Workshops, readings and other events are held throughout the greater metro area from central Portland to Wilsonville to Troutdale to Vancouver. Therefore, candidates having their own vehicle with current insurance is highly preferred.

How to Apply:

- Application deadline is Monday, May 21, 2007.
- Please send a resume and detailed cover letter highlighting your qualifications, your interest in Write Around Portland and in this position specifically.
- To apply by mail: Robyn Steely, Write Around Portland, 917 SW Oak St #406, Portland, OR 97205
- To apply by email: rsteely@writearound.org. Please type "Program Coordinator" on the subject line.