



POSITION: Student & Volunteer Coordinator

ABOUT RAWK: Founded in 2012, Read and Write Kalamazoo (RAWK) is a nonprofit organization based in Kalamazoo, Michigan, devoted to nurturing intellectual and creative confidence in youth in Kalamazoo County through creative writing workshops, community partnerships and reading-themed events.

RAWK's mission is **to celebrate and amplify youth voices** through the cultivation of reading and writing skills via joy, creativity, equity, and access.

We are seeking someone who is dedicated to and passionate about empowering youth and uplifting youth voices. Someone who is comfortable living and working in the rich universe that exists outside of the status quo. Someone who believes deep in their heart that every young person's life and voice matters and that building communities that support our youth is a vital tool for liberation.

This individual will have strong organization and communication skills (both written and verbal). They will work effectively as part of an *interdependent team*, carrying and caring for their own pieces of the work while recognizing how each of our roles fit together and overlap to support each other.

ROLE: The Student & Volunteer Coordinator (SVC) will work alongside the Executive Director, Director of Programs, and Program Coordinators to cultivate and grow relationships with our most important stakeholders- the young writers who attend workshops and engage with RAWK, and the Volunteers who mentor and support them!

The SVC will receive and process Volunteer Applications, support Volunteers as they move through our onboarding and training process, and assist them in selecting and scheduling their volunteer roles.

The SVC will also receive and process Student Registrations for RAWK programs and communicate directly with parents/guardians to convey program information and keep families connected to RAWK programming.

HOURS: 30 hours per week

COMPENSATION: \$16–\$22/hr + access to health care coverage

TO APPLY: Submit a letter of intent - written in *your* authentic voice - stating:

- What interests you about the position

- How the position aligns with your passions
- What you will bring to the organization and the youth of Kalamazoo

Please also include a recent resume or CV.

Send all applications and inquiries to info@readandwritekzoo.org

Applications will be considered as they are received.

The last day applications will be accepted is September 3rd.